SIS Project Governance

Role	Responsibilities
Presidents	• Approve SIS vendor and associated contracts • Approve the project budget, timeline, SIS project team structure and governance model
Project Owner	• Facilitate the Executive Committee • Serve as primary vendor contact • Bring recommendations from Executive Committee to Presidents
Student Information System - Executive Committee (SIS-EC)	• Recommend to Presidents SIS vendor, project budget and timeline- including any modifications throughout the course of the project • Recommend to Presidents whether to enter into agreement with SIS vendor based on the contract documents • Address key issues not resolved by SIS project team • Ensure appropriate input from stakeholders prior to major decisions • Ensure timely implementation of SIS • Ensure SIS implemented within approved budget • Address resource needs of project team • Resolve issues related to SIS vendor • Resolve issues related to SIS project management office • Establish project management office and approve functional and technical team structures • Approve communication and change management strategies
5C Leads	• Serve as an advisory body for the SIS project, representing their respective college and functional offices involved in the implementation • Develop recommendations for the SIS-EC in alignment with the projects guiding principles • Recommend solutions to SIS-EC when the functional groups either cannot make a decision or make conflicting decisions
Project Management Office	• Lead the day-to-day aspects of the SIS implementation in partnership with the vendor/ implementation partner • Track and report regularly to the Executive Committee progress on key milestones and budget vs. actuals • Identify and manage key interdependencies across project functional and technical teams • Facilitate resolution of project issues and escalate to Executive Committee as needed • Ensure appropriate and timely input from stakeholder groups prior to decision making
Functional Teams	• Work in partnership with the project management office and vendor to make business process/ configuration decisions • Seek and incorporate input from appropriate stakeholders on key decisions

Technical Teams	• Work in partnership with the Project Management Office and vendor to make technical decisions • Seek and incorporate input from appropriate stakeholders on key decisions
Academic Deans Committee (ADC)	• Review and approve any recommendations to change academic policies for SIS implementation
Business and Financial Affairs Committee (BFAC)	• Review and recommend to Executive Committee the project budget and funding model- including any modifications throughout the course of the project • Approve recommendations from SIS project team that impact any financial policies or processes • Provide input to WGLC/ WGOC on matters that may impact the Workday FIN or HCM
Student Deans Committee (SDC)	• Provide input to SIS project team on functionality that impacts the student facing services • Decide which student systems that will be integrated with the SIS
Workday Leadership and Governance Committee (WLGC) and Workday Governance Operations Committee (WGOC)	• Provide input to SIS project team on data or integrations that also may impact Workday Finance or HCM • Approve any needed changes to the Workday Finance or HCM configuration driven by SIS decisions