# BI Community of Practice

## Minutes for 9/9/2015

Location

Video Conference

### In attendance

* Jay Eckles (co-chair)
* Dennis Hengstler (co-chair)
* Mozhgan Shahidi (scribe)
* Ron Loewen (Resources subcommittee chair)
* Ed Johnson (Tools subcommittee chair)
* Denise Haley (Training & Support subcommittee chair)
* Allen Dupont (Policy, Standards, and Definitions subcommittee chair)
* Denise Gardner
* Shawn Bryan
* Kriss Gabourel
* Jeanne Hermann
* Kristen Noblit
* Desiree McCullough
* Steven Robertson
* Janice Hodge
* John Toman
* Mark Savage
* Lisa Ford
* Tom Hoover

### Absent

* Scott Gordy
* Mike Ebbs
* Cyndie Nichols
* Les Mathews

### Agenda

1. Refresh of committee purpose (2 min)
2. Discussion on RFI (20 min)
   1. Feedback on document
   2. Discussion of process
3. Review of initial survey results (15 min)
4. Review of subcommittee assignment results (15 min)
5. Review of plan (5 min)
6. Discussion of next steps (3 min)

### Minutes

Jay Eckles called the meeting to order at approximately 10:01 AM.

#### Refresh of committee purpose

Dr. Eckles reviewed with the committee the original charge for the BI Community of Practice.

#### Discussion on RFI

Dr. Eckles reported on the work of Ed Johnson, Ron Loewen, Jeanne Hermann, and Blake Reagan on drafting a Request for Information.

Mark Savage and Denise Gardner provided feedback which was discussed and largely agreed by the Community to be implemented. There was discussion of making a particular question more specific, but discussion led to the conclusion to leave the question broad, asking clarifying questions at a demonstration if necessary.

It was determined that the Community would not meet in Nashville on September 23.

The Community agreed that, with the changes discussed, the RFI would be ready for State IT Committee (SITC) review and input. Dr. Eckles was directed to provide the draft to Les Mathews for distribution to SITC members. The Community asked for input from SITC members by Wednesday, September 16. Upon receiving input from SITC members, Dr. Eckles is to incorporate basic feedback and engage the community in electronic discussion of any more substantive feedback. A completed draft should be ready for Community approval on September 23. Once approved, the RFI should be published by Purchasing. The response date for vendors will be set at two weeks from the publication date.

Vendor demonstrations will be held onsite in Nashville at an appropriate time. Vendors will be asked to perform their demonstrations in such a manner that remote Community members may view the demonstration over the web. We will seek to record demonstrations for later review.

Ms. Hermann suggested a mechanism for evaluating RFI responses. Mr. Johnson was assigned with leading this task. Dr. Eckles agreed to help put the evaluation tool in an online format.

Dr. Eckles is building a list of email addresses to notify once the RFI is published. This primarily consists of vendors on the BI software inventory spreadsheet. Also included are third-parties who have been identified as potential solution providers.

#### Review of initial survey results

Dr. Eckles provided an analysis of initial survey results. The analysis included respondent demographics, differences between executive and non-executive respondents, and notable patterns in responses.

Dennis Hengstler and Dr. Eckles will follow up with individuals who provided their names and numbers on the survey.

#### Review of subcommittee assignment results

Mr. Johnson reported that the Tools subcommittee did not meet in the past two weeks and failed to complete a requirements document. The subcommittee does have draft requirements from another organization that will be used as the basis of a requirements document.

Denise Haley reported on Training and Support subcommittee progress. She shared work on the general design of a website as well as training and support process design.

Allen Dupont reported on the results of the Policy, Standards, & Definitions subcommittee. He reported that the subcommittee has not completed its inventory of existing policies, standards, and definitions and that it has not completed its identification of new policies, standards, and definitions needed. Dr. Dupont reported on work he has done on data stewardship and data definition documentation. He shared discussions that had transpired between himself and Dr. Eckles regarding data stewardship, identifying questions that need to be answered in regard to control of data and data ownership. He also highlighted the practical importance of how different data governance philosophies might be well or ill received by chancellors as well as parallels between data management and facilities management.

#### Review of Plan

Time for the meeting having expired, Dr. Eckles was directed by the Community to deliver a report on review of the plan and discussion of next steps via email.

The following is the relevant text from that email:

As forewarned at the last CoP meeting, we have for the first time realized a significant issue in meeting our planned schedule. Revising the schedule based on the RFI process and making optimistic accommodations for missed deadlines puts us delivering a recommendation to SITC in mid-November, a full month later than our previous schedule.

The survey took significantly longer than expected to get into the field, and I did not schedule nearly enough time for vendor recommendation. Unfortunately, we also suffered two unexpected setbacks with scheduling: the Tools subcommittee did not complete a requirements document as scheduled, and the Policy, Standards, & Definitions subcommittee has neither completed its inventory of existing policies, standards, and definitions as scheduled, nor identified needed new policies, standards, or definitions as scheduled.

To account for these setbacks and to account for the RFI process, I have made significant modifications to the project plan, and those changes are now reflected on the [Tasks List](https://utsaits.tennessee.edu/bi/cop/Lists/Tasks/Tasks%20Gantt%20Chart.aspx) on the SharePoint site. I strongly encourage members to review that new schedule. If you prefer to view the plan in Microsoft Project, the mpp file is available also on [Shared Documents](https://utsaits.tennessee.edu/bi/cop/Shared%20Documents/).

The issue most likely to affect our future schedule is our ability to develop and agree upon a BI strategy in short order. I, along with Dennis, will be drafting that strategy over the next two weeks and will be gathering feedback on it. The schedule suggests we will approve a strategy on October 7, but that may not allow sufficient time for communications necessary to ensure the strategy will be accepted.

#### Discussion of next steps

The following is the relevant text from Dr. Eckles’ emailed report:

We are moving into our heaviest workload as a committee; we are at the point where each of our commitments to the Community of Practice will be tested.

By next meeting (9/23), the following tasks are scheduled to be completed:

Policy, Standards, & Definitions subcommittee:

* Identification of existing policies, standards, and definitions (originally due 8/10/15)
* Identify new policies, standards, or definitions needed (originally due 9/2/215)

Tools subcommittee:

* Inventory of existing tools and licensing (originally due 8/10/15)
* List desired abilities (requirements for reporting, discovery, exploration, prediction, visualization, and presentation) (originally due 8/27/15)

Co-chairs:

* Generate a report on the existing state of BI (originally due 8/12/15)
* Receive and incorporate feedback from SITC on RFI
* Strategic analysis (gap analysis between existing and future state, external/environmental analysis, internal analysis, strategy formulation)
* Technical architecture (data sources – federation vs. unification)

To the degree that we wish as a Community of Practice to succeed in our charge, it is imperative that each of you individually be proactively engaged with your subcommittee.  If you have interest in the work being done by another subcommittee or by the co-chairs, please reach out to that chair; I promise you will be included.

Dr. Eckles adjourned the meeting at approximately 11:03 AM.