

**THE UNIVERSITY OF MELBOURNE
COUNCIL
(March 2003)**

UNIVERSITY SYSTEMS PROJECT

SCHEDULE FOR CONSIDERATION OF FURTHER SYSTEMS DEVELOPMENT

At the Council's Planning Conference, a brief introduction was given to possible further developments within the University Systems Project. Undertakings were given that a schedule would be developed that would give proper regard to external due diligence and the exercise of governance accountabilities in relation to new systems proposals.

The need for proper process applies particularly in relation to any proposal to introduce a new student system. The risks and complexities are considerably higher than for other systems. In addition, it is likely that any proposal may involve consideration of a project methodology that involves something other than the purchase and implementation of a standard 'off the shelf' product.

The following schedule has been developed for consideration as to how the University should proceed in relation to its student system:

21 March 2003	Initial submission of proposal to Vice-Chancellor.
24 March 2003	(1) Commissioning of external due diligence advice. (2) Commissioning of external project feasibility and risk audits of proposed implementation arrangements.
10 April 2003	Consideration of proposal by Planning and Budget Committee.
16 April 2003	Initial consideration by Finance Committee of the proposal, and of arrangements for due diligence and project feasibility audits.
21 April 2003	First meeting of Council Due Diligence Group.
12 May 2003	Preliminary report to Council by Council Due Diligence Group.
12 May- 4 July	Due Diligence group evaluates external expert advice, seeks further advice as appropriate and prepares report to Council.
4 July	Due Diligence Committee Report to Council circulated.
14 July 2003	Formal consideration by Council of report from Council Due Diligence Group.

The major focus of this schedule will be on any proposal to implement a new/upgraded student system. The initial timeframes are also compatible with those anticipated for consideration of a new Human Resource system although it may be feasible and more appropriate to bring a firm recommendation to Council on the Human Resources component at its meeting in May.

A Council Due Diligence Committee is proposed as the most effective means of involving Council in a detailed and possibly iterative deliberation process. The Due Diligence Group 1 propose would be as follows:

Mr David Crawford
Ms Meredith Doig
Mr Ian Renard (Chair)
Mr David White
Vice-Chancellor

For me as Vice-Chancellor, this due diligence process will inform the management as well as the governance aspect of decision-making. Unless I am persuaded that the project management arrangements being proposed meet the highest possible standards of risk minimisation, I will advise Council against further consideration of the project.

It would be my intention for the Due Diligence Committee to have an extended time in which to consider all issues and receive such additional advice as it considers pertinent to the formulation of its report to Council. The extended period available over May and June is intended to facilitate this process.

Because it is contained in a tabled Paper, this material is for information only at this stage.

I am giving notice to Council that, subject to changes introduced on the basis of advice received in the interim, I will be asking Council at its meeting on 7 April to:

- (i) Note the proposed schedule set out in the paper for the development of the University Systems Project, and
- (ii) Endorse the proposed formation and membership of a Council Due Diligence Committee established to advise Council whether, in the judgement of the Committee, the Project should proceed.

Alan D Gilbert
Vice-Chancellor

3 March 2003