Meeting Minutes

Date: 11/06/2012
Minutes prepared by: Jon Eichten
Location: Blazing Star Room: Centennial Office Building

Attendance
Lynn Anderson – MN Management and Budget
Bernie Arseneau – Dept. of Transportation
Laurie Martinson – Dept. of Natural Resources
Richard Kolodziejski – MN Assoc. of Professional Employees
Rick King – Thomson Reuters
Spencer Cronk – Dept. of Administration
Charles Johnson – Dept. of Human Services

Absent
Mona Dohman – Dept. of Public Safety
Gary Shelton – Scott County

Decisions Made
Decision: Meeting minutes from the September 15th meeting were approved.

Agenda
Committee Housekeeping – Rick King – 10 Minutes
Updates on Employee Transfers and Governance – Carolyn Parnell – 20 Minutes
Follow Up on Tactical Plan – Ed Valencia/Cathy de Moll – 30 Minutes
New Item: Project and Portfolio Management – Jesse Oman – 30 Minutes
Meeting Schedule – Rick King – 5 Minutes

Next Meeting
Date: 03/01/2013
Time: 7:30 – 9:30 a.m.
Location: Blazing Star Room; Centennial Office Building

Meeting Notes
After approval of the agenda and minutes from the September 15 meeting, Chair Rick King introduced Jesse Oman, MN.IT’s newly-hired Assistant Commissioner for Projects and Initiatives.
Commissioner Parnell provided the committee an update on the progress of IT employee transfers and development of the MN.IT governance structure. Full transfer of roughly 1800 employees was completed in September and internal HR functions have been built out ahead of schedule. Governance committees have been populated and the management function for governance has been moved under Assistant Commissioner Cathy de Moll. Initial committee work will focus on the policies needed to implement the MN.IT Tactical Plan.

Deputy Commissioner Ed Valencia and Assistant Commissioner Cathy de Moll then led a follow-up discussion on the MN.IT 2-year Tactical Plan. Published October 11, 2012, the plan outlines two-year enterprise-wide goals in the form of milestones for IT service optimization. Deputy Commissioner Valencia clarified that the intent of the plan is not to scale up what already exists but to build new IT infrastructure platforms for use of the enterprise moving forward, noting that unique systems will remain to meet the needs of diverse agency business units. The MN.IT Careers plan was also discussed. Committee members encouraged MN.IT to identify training cost projections early, as retraining plans and development of the MN.IT “U” move forward.

Jesse Oman, MN.IT’s Assistant Commissioner for Projects and Initiatives, then presented on developments in the area of project and portfolio management and efforts to align project management methodologies, processes and tools across all of MN.IT. Assistant Commissioner Oman clarified that the goal is not one single MN.IT PMO, but rather one PMO toolbox and community. This will involve leveraging the current PMO Council and available best practices across MN.IT and maturing processes and tools where deficient. Committee members inquired as to the timeline for an as-is enterprise view of the State’s project portfolio. Assistant Commissioner Oman clarified this work is part of the two-year Tactical Plan and is expected to be completed over the next six to nine months. Committee members encouraged flexibility in the deployment of project management resources across the executive branch in order to manage peaks and valleys in work volume.

In closing remarks, committee members encouraged MN.IT to utilize early benchmarking in order to measure progress moving forward, especially as it relates to the cost of standard IT services moving forward. The TAC also discussed a potential change to a quarterly meeting schedule but no final decision was made.

Meeting adjourned at 9:30 AM.