

Madison Technology Advisory Group (MTAG) for the University of Wisconsin- Madison Charter

January 2012

Purpose of this Charter Document

This charter defines the shared direction, guiding principles, membership, and roles and responsibilities for the Madison Technology Advisory Group (MTAG).

It is expected that this document will be reviewed/updated annually.

Executive Sponsor

The following individual has authorized the MTAG and will serve as the Executive Sponsor: Bruce Maas, UW-Madison Chief Information Officer (CIO)

Mission

The mission of the MTAG is to provide active leadership, guidance, and decision support in fulfilling the mission of this University with a focus on implementing the IT Strategic Plan and the overall efficiency and effectiveness of campus IT operations.

Guiding Principles and Values

MTAG is committed to the following values and guiding principles:

- **Inclusivity:** MTAG membership strives to be representative of campus and welcoming to all guests at monthly meetings
- **Transparency:** MTAG is committed to transparency and openness.
- **Clarity and Consistency:** MTAG strives for the use of common language, models, and processes.
- **Stewardship:** MTAG is committed to fostering innovation and scaling/leveraging – as appropriate.
- **Stewardship:** MTAG will promote shared IT architectural standards and will be vigilant in exploring/assessing emerging opportunities.
- **Stewardship:** MTAG will strive for the use of a common total cost of ownership model that includes opportunity costs.

- Stewardship: MTAG will be active participants in implementing IT services and will strive to fully understand campus IT needs and promote sound stewardship practices that meet the requirements.
- Engagement: MTAG is committed to involving and engaging stakeholders who have needed expertise in planning, development, and implementation, such as IT architects, security, legal services, records management, internal audit, risk management, accessibility advocates, and procurement.
- Education: MTAG will focus significant effort on informing our campus community about generally accepted practices, ways to reduce risk, their roles and responsibilities in their use of IT, and how to navigate to acquire services.
- Professional Development: MTAG is committed to training and development as a priority in order to maintain and enhance skills and capabilities across our IT community.

Roles and Responsibilities

MTAG Roles

The MTAG may perform the following roles. To clarify expectations and roles, the MTAG may state these roles in agenda topics, projects, and other activities.

- An advisory role to the UW-Madison Chief Information Officer and the Deans
- An awareness role for emerging trends, campus issues, and existing processes
- A catalyst role for proactive change (process, systems, culture)
- A communication role for identifying communication needs, developing communication plans and ensuring the desired communication occurs
- An endorsement role for specific projects, decisions, and initiatives
- An expert role for technology services, processes, and systems
- A leadership / champion role for specific projects, initiatives, and activities
- A support role for designing and implementing changes

Roles and Responsibilities of MTAG Members

The expectations of individuals fulfilling the role of an MTAG member include:

- Attend MTAG meetings
- Actively participate in MTAG meetings and in sub-teams chartered by the CIO
- Actively represent and advocate for unit projects and priorities, while also striving for collaboration across units
- When consensus is needed, members are accountable for providing perspectives/feedback. Transparency is needed to understand

disagreements and work toward agreement, while noting areas of concern (minority reports)

- Actively support decisions made by MTAG and document minority opinions
- Distribute and communicate technology related information (as appropriate) within their respective unit
- Provide feedback on (current and proposed) products and services
- Increase the two way communication between central and distributed IT units
- Coordinate technology activities, projects, deployment and use within and across units
- Promote agreed upon IT standards and practices with their respective unit

Membership

Each MTAG member is appointed by his/her Dean or Director with endorsement by the UW-Madison CIO. Each major School/College and division will be represented, and there also be additional ad hoc members.

MTAG will be led by an Executive Team that will consist of a chairperson, past chair the UW-Madison CIO, and the DoIT COO. The Executive Team has overall responsibility for MTAG. The term of the chairperson will be one year and will begin with the September meeting. MTAG members will annually provide the CIO with nominations for the next chair from among their number, and the CIO will select the incoming chairperson. The past chair will serve as the MTAG liaison to the campus Information Technology Committee.