TeamDynamix Advisory Group

## Advisory Group Name:

TeamDynamix Advisory Group

## Charter Effective Date and Duration

This group will meet perpetually until the scope of this work has been fulfilled. Charter and membership will be reviewed annually, next review on or near October 2024.

## Advisory Group Purpose

The TeamDynamix Advisory Group (TDAG), with reporting obligations to TeamDynamix Collaborative Board, works in partnership with Technology Services, AITS, IT Council, and Operational Excellence to provide guidance and recommendations for the campus TeamDynamix service. The TDAG also serves as the liaison group to the system-wide TeamDynamix Collaborative Board providing feedback and input to the overall system-wide TeamDynamix service from the Urbana campus perspective.

## Scope

TDAG will support and make recommendations for campus-wide use of this service and support collaboration capabilities for units at the University of Illinois. These efforts will be coordinated with the TeamDynamix Product Owner/Service Owner to ensure appropriate guidance and alignment with strategic goals such as user experience and operational efficiency. TDAG may also be engaged by the Project Management Office and Product Owner/Service Owner to assist in identifying scope, timeline, and resource needs for projects.

## Activities and Deliverables

* Open Hours – 90-minute monthly sessions held by the TDX Service Team, TDAG, and open to all users of TDX
* Demos – if requests come in to the TDX Service Team for demos of specific aspects of TDX, TDAG will volunteer time to assist/present the demos either during Open Hours or another scheduled time
* Advise the TeamDynamix Product Owner/Service Owner on unit needs, including but not limited to features, priorities, and resources related to the TeamDynamix service
* Recommend the escalation of issues affecting the service or related projects such as scope, schedules, or quality to TDX Service Team and/or Collaborative Board
* Advise and recommend communications about the service and related projects, including regular progress reports to stakeholders (CB, users, CTC, as appropriate)

## Communications and Alignment

* TDAG will provide information, updates, and status to *IT Council*, TDX Collaborative Board and its subcommittees on at least a monthly basis
* TDAG will provide feedback and input to Technology Services project team on at least a monthly basis, when active projects are in progress
* Regular updates to the KB article for TDAG meeting topics and decisions
* When a project is active, TDAG will coordinate with project team to communicate project updates to campus with alignment to the project communication plan, when active projects are in progress
* A TDAG chair will also be a member of the TeamDynamix Collaborative Board to provide a communication conduit and to represent the Urbana campus

## Membership

TeamDynamix Advisory Group membership needs to be representative of those campus units who have implemented Team Dynamix and those who are planning to implement TeamDynamix. Representatives should have decision making authority within their unit.

### Chair: (1-2)

* Jen Anderson, School of Information Sciences
* Allison Payne, IT Partners @ Gies

### Members: (6-10)

* Zane Budnovich, Technology Services Cybersecurity
* Monica Campbell, IT Partners @ AHS
* Turance Cobb, IHR
* Ethan Conner, Engineering IT
* Brian Damm, Student Affairs Technology
* Jeff Fox, Vet Med IT
* Michael Frye, Ofc of Medicaid Innov, System Offices
* Michelle Rome, ATLAS
* Ryan Sharpe, Technology Services Help Desk
* Justin Venus, Extension IT, College of ACES

### Ex-Officio Members

* Joe Blanks, TeamDynamix Product Owner/Service Owner, Technology Services
* Janet Jones, Executive Sponsor, Technology Services
* Ginger Hundgen, Project Manager, Technology Services
* Sheena Bishop, Tech Svcs Security & Privacy
* Jonathan Dixon, Operational Excellence
* John Cowsert, AITS
* Matthew Magee, AITS