

## Committee Charter

<b>Title:</b>	Enterprise Reporting Advisory Committee
<b>Effective Date:</b>	January 12, 2006
<b>Co-Chairs:</b>	Lucia Anderson, Business Services Lee Gordon, Student Services
<b>Process Owner:</b>	Rab Mukerjea

### Introduction

The Enterprise Reporting Advisory (ERA) committee will develop and propose strategies and priorities for the enterprise reporting environment at Purdue University. The committee will be recognized as an ERP advisory committees and report to the OnePurdue ERP Implementation Steering Committee; however, this advisory committee's responsibilities extend beyond OnePurdue to include overall enterprise and departmental reporting. The ERA committee also needs to work closely with the other OnePurdue advisory committees.

### Purpose

The scope of this committee includes system-wide enterprise reporting strategies, tools, training strategies and priorities, and report-development strategies and priorities. The committee is also charged with managing the allocation of COGNOS licenses owned by Purdue and guiding the implementation of a managed reporting environment at Purdue. Managed reports are reports needed by more than one individual where the report is developed, validated and then made available for use by multiple people.

### Objectives

The objectives of this committee are to: 1) Promote and implement a managed reporting environment; 2) Manage COGNOS licensing allocation; 3) Recommend enterprise-reporting training; 4) Make enterprise-reporting tool(s) evaluations and recommendations; 5) Recommend priorities and amounts of data to convert from legacy sources to new enterprise-reporting warehouse(s); 6) Communicate enterprise-reporting principles, tools and methods; 7) Review security principles of enterprise-reporting sources; and 8) Recommend centrally supported departmental reporting solutions.

## Responsibilities

1. Attend all scheduled meetings. If any member is unable to attend a scheduled meeting, an appropriate designee should be sent in their place.
2. Chair and/or participate in working subgroups as appropriate.
3. Communicate with constituent groups' project progress and implications of new or updated reporting policies, principles, procedures or tools.
4. Represent stakeholders and constituents on enterprise-reporting matters.
5. Act as a communication conduit to and from constituencies and project teams.
6. Expedite and facilitate issues resolution, including any issues that require OnePurdue ERP Implementation Steering Committee action.
7. Participate in the development of approaches to post-OnePurdue enterprise-reporting oversight and maintenance.
8. Act as OnePurdue project advocates and change agents.
9. The chair is responsible for reporting progress to the OnePurdue ERP Implementation Steering Committee.

## Membership Roles (membership is constituency-specific)

<b>Constituency Represented</b>	<b>Appointed By</b>	<b>Appointee</b>
1. Student Services (enrollment management)	Tom Robinson	Sarah Bauer
2. Student Services (other)	Tom Robinson	Lee Gordon (co-chair)
3. Business Services (financials)	Jim Almond	Lucia Anderson (co-chair)
4. Business Services (human resources)	Jim Almond	Cheryl Gray
5. Institutional Research (West Lafayette )	Rab Mukerjea	Maggie Dalrymple
6. Institutional Research (regional campuses)	Rab Mukerjea	Jack Dahl
7. University Development Office	Greg Kapp	Dan Gentry
8. Housing and Food Services	John Sautter	Brad Grenard
9. Internal Audit	Peggy Fish	Terry Aldridge
10. Calumet campus (recommend non-IT)	Howard Cohen	Linda Baer
11. Fort Wayne campus (recommend non-IT)	Mike Wartell	Mark Franke
12. North Central campus (recommend non-IT)	Jim Dworkin	Phil Jankowski
13. Academic Users	Sally Mason	Alan Welch
14. Physical Facilities	Wayne Kjonaas	Paula Kayser
15. OnePurdue	Gary Newsom	Andy Waters
16. ITEA Project Director ( <b>ex officio</b> )	Jeff Whitten	Helen Green
17. ITEA Project Manager ( <b>ex officio</b> )	Jeff Whitten	Melissa Burton
18. ITEA Project Manager ( <b>ex officio</b> )	Jeff Whitten	Brad Skiles
19. OnePurdue Business Warehouse Team Lead ( <b>ex officio</b> )	Andy Waters	Vicki Wayne
20. ITEA Development ( <b>ex officio</b> )	Jim Bottom	Jeff Whitten
21. Business Warehouse Consultant ( <b>ex officio</b> )	Andy Waters	TBN
22. OnePurdue Functional Team Leads ( <b>ex officio</b> )	Andy Waters	Theresa Ashman Sue Davis Lori Shipley

## **Meetings**

Initially, this committee will meet biweekly for two hours. The committee must be prepared to meet on a weekly and/or ad hoc basis as the project schedule and issues might require. Additional staff (functional and technical) may be brought into the meetings as needed.

The ITEA project director will assist the committee chairs to schedule meetings and document activities and recommendations.

## **Terms**

Appointment terms are December 1, 2005 - June 30, 2008.

### **Proposed:**

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Lucia Anderson, Business Services

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Lee Gordon, Student Services

### **Approved:**

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Rabindra N. Mukerjea, Chair  
OnePurdue ERP Implementation  
Steering Committee