

**Portal Steering Committee Minutes
Implementation Planning Sessions
October 19 & 20, 2006**

Present: Mary Jo Balsis, Daniel Birmajer, Colleen Brennan-Barry, Greg Dee, David Drollette, Kerry Gotham, Brenda Grammatico, Mary Heid, Ken Jones, Heather Lagoy, Olga Lapczak, Michael McGwin, Murali Menon, Daniel Norton, Jennie Schaff, Suzanne Sellar, Alison Teeter, Fran Zablocki

The portal implementation planning sessions consisted of a two-day workshop with the Portal Steering Committee, members of the ITS staff, and a project manager from Unicon, the Academus 2.0 portal provider. During these brain storming sessions significant progress was made in identifying a pilot Academus portal implementation plan, but much work remains. Discussions included the following topics;

Goal Setting - what is the purpose of this implementation? Interactive session to list project goals and decide on the immediate goals based upon criticality for success and expediency.

Success Metrics - how will we know we are successful? Interactive session to develop metrics to measure progress towards attainment of goals.

User Groups - who are we targeting and for what purpose? Brief overview of the data and technical underpinnings behind integrating user information from other sources, its impact on maintenance in the portal system and relationship with delivery of contents and services to the user-groups. Interactive session to develop the list of user groups to be served and scale back the list to infuse realistic expectations with regard to administering the portal groups.

Content - what information are we including in our portal? Demo of standard Academus portlets and channels, simple customizations, and integration possibilities. Interactive session to determine what contents must be included in the current implementation, keeping in mind the goals decided upon at the start of the session.

Layouts - how is content organized and distributed to users? Brief discussions around the mechanics of distributing contents and services to user groups through tabs, and fragments. Interactive session to determine how contents and services are to be delivered to different user groups in the current implementation.

E-mail: The Zimbra e-mail application roll-out will accompany the Academus portal roll-out. A Zimbra demonstration and conference call with Unicon and Zimbra revealed specifics of functionality and the wealth of features that the application supports. A pilot group for Zimbra Email will be convened.

The Portal Steering Committee will meet weekly on Wednesdays at 2:30-3:30pm.