BUSINESS INTELLIGENCE STEERING COMMITTEE

Terms of Reference

August 2008
Introduction

Business Intelligence (BI) is the practice of compiling and using information to inform the decision-making, planning and management process of an organisation. Successful BI initiatives are those that support strategic business activities, are seen by the organisation as mission-critical and are meeting the organisation’s needs.

The Griffith University Business Intelligence Steering Committee (BISC) is the governance body responsible for aligning BI functionality with the University’s strategic needs.

Role of the BISC

The role of the BISC is to promote and provide direction to the University’s Business Intelligence function. This role includes:

- Ensuring alignment between the University’s strategic information needs and Business Intelligence capability;
- Ensuring there are efficient and effective Business Intelligence practices and strategies;
- Development of a survey framework which encompasses the identification of key university surveys and a process for approval of other surveys that are not related to research activities;
- Prioritising and authorising the conduct of proposed surveys, development of new business reports and information sharing initiatives;
- Prioritising and authorising changes to existing business reports and information sharing initiatives;
- Monitoring progress of major Business Intelligence initiatives;
- Ensuring the communication of information regarding Business Intelligence initiatives to the University’s business areas;
- Promoting a data-driven culture in the University and the use of data for decision-making;
- Promoting and enforcing the University’s Data Quality governance framework.

BISC approval is required prior to the commencement of Business Intelligence development initiatives. BISC members have an individual responsibility to ensure that they are fully informed regarding Business Intelligence proposals prior to their presentation at the BISC.

Powers

The BISC is a decision-making group with the power to approve Business Intelligence functionality development and enhancement. The committee itself does not control funds and cannot allocate funding to a development or enhancement which it has approved.

Membership of the BISC

Members

The BISC consists of the following members:

- Deputy Vice-Chancellor, Academic (Chair)
- Pro Vice Chancellor, Administration
• Pro Vice Chancellor, Information Services
• Pro Vice Chancellor, Learning and Student Outcomes (Deputy Chair)
• Dean, Learning & Teaching nominee
• Dean, Research nominee
• Group Resource Manager or Group Executive Officer nominee
• Senior Manager, Research Policy, Office for Research
• Up to 2 members of staff as co-opted by the Chair
• Director, Quality, Planning & Statistics (Secretariat Function)

Roles and Responsibilities

The Chair of the Business Intelligence Steering Committee undertakes the following activities:
• Meets with the BISC Secretariat prior to BISC Meetings to confirm the agenda and to develop an understanding of agenda items;
• Facilitates discussion at BISC Meetings;
• Ensures that meetings follow the predetermined agenda;
• Authorises programs of work arising from BISC meetings;
• Approves meeting minutes prior to distribution to BISC Members.

The Members of the Business Intelligence Steering Committee perform the following activities:
• Ensure that BI proposals are reflective of the University’s strategic information needs;
• Use University strategic requirements to prioritise reporting requests as part of the BISC decision-making processes;

The Secretariat function for the BISC is provided by the Director, Quality, Planning and Statistics. This position is responsible for administering BISC proceedings and supporting the BISC as an efficient governance body. The role’s responsibilities include:
• Scheduling BISC meetings;
• Preparing and maintaining agendas;
• Recording and distributing meeting minutes;
• Distributing documentation for consideration at meetings;
• Notifying staff of decisions made at the BISC.

Membership Eligibility

Membership of the group is through positions held. Membership of the group can be delegated only in exceptional circumstances.

The Chair may from time to time invite other individuals or groups to present to, or observe, meetings of the committee.

BISC Meetings

The BISC meets every six to eight weeks for 90 minutes.

A forward schedule of BISC Meetings will be maintained by the committee Secretariat. The forward meeting dates must be agreed with committee members.
BISC Agenda

An agenda for each BISC meeting will be determined by the Chairperson after discussion with the committee Secretariat.

A standard agenda for BISC meetings will be developed to allow for the consideration of similar items of business at each meeting, while remaining flexible enough to enable the consideration of emerging issues.

Agenda items are based on the role of the BISC and include:

- Progress report on the current program of work on BI initiatives;
- Scoping Document containing details of proposals for new BI initiatives and recommendations regarding their implementation.

The committee Secretariat will ensure distribution of the agenda at least three (3) working days prior to the date of the meeting.

Members wishing to place items on the agenda must notify the committee Secretariat at least 10 working days prior to the scheduled meeting.

BISC Minutes

The BISC Secretariat will maintain minutes of all BISC meetings and all relevant documentation.

Minutes will be prepared following each BISC meeting and distributed to BISC members within seven (7) working days of the meeting.

As an integral part of meeting minutes, the Secretariat will maintain other documentation relevant to resolutions/recommendations made by the committee.

Quorum

The quorum for the BISC meetings shall be half of its core members plus one.

Annual Self-Assessment of the Committee’s Performance

The group will undertake a yearly self assessment of its performance.

Interaction With The BISC

Proposals and recommendations for BI initiatives will be tabled at the BISC through inclusion in a scoping document. Scoping documents will be authored by staff in the Business Intelligence function within QPS, following a standardised Scoping Document format, with the majority of content provided by Business Analysts in consultation with representatives of the wider Griffith University community. As provision of underlying corporate data is pivotal to many BI strategies, INS representatives will likely need to be consulted as well.

The Business Intelligence Manager will manage the various projects undertaken to implement the BI initiatives approved by the BISC and will provide the BISC with progress reports.
Diagrammatically, the interaction between the University’s focus areas, the QPS BI function and the BISC can be shown thus:

**BI Steering Committee:**
- DVC (Academic)
- PVC (Administration)
- PVC (INS)
- PVC (L&SO)
- Dean (L&T) nominee
- Dean, Research nominee
- GRM or EO nominee
- Senior Manager, Research Policy
- Director, QPS
- Up to 2 staff co-opted by Chair

**Meetings:** Every 6-8 weeks  
**Chair:** DVC (A)  
**Secretariat:** Dir QPS

**BI Scoping / Management Team(s):**
- Dir QPS
- BI Manager (QPS)
- Business Analysts
- Business/User reps
- Expertise from Focus Areas
- INS representative

**Focus Areas**
- Project based activity
- Expert user input
- Management of DQ issues

- Proposals  
- Recommendations  
- Progress  
- Exception Reports  
- Priorities  
- Ad Hoc decisions  
- Approvals