Factsheet: IT Technical Advisory Group (IT TAG)

What is IT TAG?

The IT TAG (TAG) provides high level technical review, evaluation, and advice during the initiation stage of an IT initiative ensuring that objectives are achievable, risks are managed appropriately, and IT resources are used effectively. Members provide due diligence evaluation, analysis and advice based on the areas they represent to the submission owner (the customer) and to the members of the IT Project Approval Board (IT PAB).

Glossary:

IT: Information Technology

ITS: Information Technology Services

IT PAB: Information Technology Project Approval Board (henceforth referred to as **PAB**)

IT TAG: Information Technology Technical Advisory Group (henceforth referred to as **TAG**)

TAG Membership

Substantive Position	Role
Manager, Service Automation & Events	Member
Manager, Infrastructure, Build & Delivery	Member
Manager, Infrastructure, Design, and Innovation	Member
ITS Relationship Manager	Member
Manager, Service Operations	Member
Senior Manager, Application Development Support	Member
Senior Manager, Enterprise Applications	Member
Security Architect	Member
Data Governance Program Manager	Member
Senior Manager, Data, and Identity Services	Member
Category Manager ICT	Member
IT Change Specialist	Member
Portfolio Manager	Member/Administrator

Meeting Details

- TAG meets online as required on Tuesdays between 1pm and 2pm. The Chair rotates every 6 weeks.
- Members and guests attend remotely.
- TAG is a review/advisory process only, and not a decision-making body.
- TAG records are stored in the PAB teams' site, and access is managed by the PAB Secretary.
- TAG reports to PAB as required.

Terms of Reference

TAG operates according to the Terms of Reference approved by the PAB, last updated February 2022.

Terms of Reference are available in the PAB Teams site, in the Technical Advisory Group channel and are summarised below:

Based on the information provided, members may/will:

- Develop a high-level understanding of the broader business problem, issue, or challenge for which a technical solution is sought.
- Provide feedback and advice on any proposed solution which has been included in the proposal documentation in relation to the ITS group the member represents.
- Identify potential or alternative solutions where desirable/feasible.
- Identify apparent technical or project risks for the submission owner to address.
- Identify any known dependencies or constraints which may impact on the proposal.
- Summarise the most likely technical work and the effort required from the ITS group the member represents based on the information provided (estimate only).
- Where possible, estimate when this work could feasibly commence within the IT group the member represents.
- Provide overall feedback to PAB regarding the proposal including timing, priority, caveats, and issues.
- Nominate a technical lead for the project if one has not already been identified.

Preparing for TAG

Inputs into TAG meeting:

- Documentation obtained from the submission owner – e.g., original, or updated PAB proposal, procurement or vendor documentation, proposed schedule, contract, technical diagrams, 5-minute presentation if feasible.
- Notes from PAB Intake interview.
- Data scoping report.
- Cyber security review.

- Refer to the IT Project Management at UQ webpage for information on submitting to PAB, as well as the IT PAB Factsheet for information on how proposals are referred to TAG.

- If the project is moderately complex, it can be useful to the members to have a short contextual presentation at the start. You are welcome to share a PowerPoint presentation. Please keep this to 5-10 mins at the most.

- The Technical Advisory Group is most effective when adequate (but not overwhelming) project and technical information is available to the members. If you have additional information to provide, please send to the Portfolio Manager by Friday CoB before your scheduled TAG meeting.

During TAG

- TAG members read TAG submissions prior to the meeting.

- You will be introduced to the TAG members if you have not attended TAG previously.

- You will be asked to provide a brief synopsis of the proposal, and any additional or specific points you would like to highlight. If you have prepared a presentation, the meeting will begin with this.

- TAG members may have prepared questions for the discussion or may ask you to provide further detail on any of the submission contents.

- Make notes of any requests for follow-up by any of the members.

- TAG is an advisory body only, and therefore no decisions will be communicated at the end of the meeting.

- The Chair will thank you for your time, and you can leave the virtual meeting.

TAG Follow-up

Outputs from TAG meeting:

- Meeting record

- Following TAG, the outcomes are finalised, and sent to the relevant Relationship Manager, or the submission owner.

- The Portfolio Manager will follow-up with either the Relationship Manager, or the submission owner to clarify the outcomes, and discuss next steps. This is usually via a short virtual meeting.

- ITS Relationship Managers will notify clients of outcomes and assist with any follow-up required.

- TAG outcomes are then sent to PAB for feedback or noting.