Student Management System Project Board Terms of Reference

Section 1 - Establishment

(1) The Student Management System Project Board (SMSPB) is established under the Transformation Board and serves as an advisory group with decision making authority within the specified boundaries for the Student Management System project.

Section 2 - Functions and Responsibilities

(2) The Project Board has the following duties:

a. To be accountable for the success or failure of the project.
b. To provide unified direction to the project and Project Manager.
c. To provide visible and sustained support for the Project Manager.
d. To ensure effective communication within the project team and with external stakeholders.

(3) The SMSPB will:

a. Where appropriate, communicate goals and desired outcomes of the project to affected areas.
b. Provide strategic advice to the project team.
c. Establish the priorities for the project.
d. Ensure that the project team are operating within the defined projects standards, and hold to account the officers in the project.
e. Be accountable for attaining value from the SMS product.
f. Endorse actions taken by the project team.
g. Raise potential risks to the project and risks to the University related to their area of responsibility.
h. Be accountable for the quality of the project's deliverables.
i. Oversee project financials.
j. Provide cross functional oversight to the project team.
k. Direct the project through project phases.

Section 3 - Membership

(4) Membership of the SMSPB will comprise:

a. Provost (Chair);
b. Chief Information & Digital Officer (Deputy Chair);
c. Pro Vice-Chancellor and CEO TAFE;
d. Director Student and Academic Services;

e. Deputy Director Service Operations (DTS);
f. Deputy Director Portfolio Transformation (DTS);
g. Associate Director Strategic Initiatives;
h. Advisors & Non-Voting Members:
    i. Senior Project Manager (SMS);
    ii. Senior Manager Student Systems (DTS);
    iii. Senior Manager Project Office (DTS);
    iv. Digital Partner Student Engagement (DTS);
i. Specialist Advisory Members (ad hoc):
    i. Director Finance;
    ii. Chief Information Security Officer & Deputy Director Service Support;
    iii. Deputy Director Office of the CIDO;
    iv. Digital Technology Solutions Enterprise Architect; and
    v. Principal Implementation Partner.

Members' attendance

(5) Attendance by members will be monitored by the secretary. If a member has three consecutive unexplained absences from Student Management System Project Board meetings, the Chair will discuss with the Vice-President Governance and University Secretary their future participation as a member of the committee.

(6) Specialist Advisory Members will not attend all meetings. The Chair will notify Specialist Advisory Members when they are required to attend a meeting.

Section 4 - Chair

(7) The Provost will be Chair of the SMSPB.

(8) The Chief Information & Digital Officer will be Deputy Chair of the SMSPB.

(9) If the Chair is not available, the Deputy Chair will chair the meeting.

(10) If the Deputy Chair is not available, the Deputy Director Portfolio Transformation will chair the meeting.

Section 5 - Secretary

(11) The Provost (or nominee) will act as secretary to the SMSPB.

(12) Decisions made by quorate SMSPB will be recorded as Resolution in the minutes.

Section 6 - Terms of office

(13) SMSPB members will hold office for the duration of their appointment.

Section 7 - Quorum

(14) At a meeting of the SMSPB quorum is constituted as 50% plus one members (6) of the SMSPB.

Section 8 - Meetings

(15) The SMSPB will meet monthly through the life of the project, and the Chair may call additional meetings if necessary.

(16) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote.

(17) The Committee will continue to meet at regular cadence past the final go live of the project's products, to ensure benefits realisation and appropriate control of impacts for at least three (3) sessions.

Member conduct

(18) Professional conduct of members is expected at all times. The Chair may call members to order as required.

(19) As required, members must treat items of discussion with confidentiality.

(20) Members are expected to commit sufficient time to become familiar with the project, major milestones and major risks.

Section 9 - Agenda

(21) The agenda is to be distributed with supporting documentation normally at least five (5) working days prior to the meeting date.

Section 10 - Minutes

(22) Meeting minutes and action items will be made available within seven (7) days of the meeting.

Section 11 - Reporting

(23) The minutes and action items from the SMSPB will be provided to the next meeting of the Transformation Board.

Section 12 - Conflicts of interest

(24) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-Compliance

(25) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(26) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(27) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	21st February 2025
Review Date	21st February 2027
Approval Authority	Vice-Chancellor
Approval Date	21st February 2025
Expiry Date	Not Applicable
Committee Chair	Fiona Coulson Provost
Author	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
Enquiries Contact	Fiona Coulson Provost