During sprint 2, the project team focused on refining the unified service catalog and inventory of capabilities to inform the Executive Committee’s work on designing the new organizational structure.

**Service Scrums: HR ISA, Finance IT, Campus Services IT**

The three service scrum teams provide knowledge of current processes and frameworks; provide service and customer knowledge from each business unit; and work to define/adapt future frameworks.

- Developed a high-level inventory of capabilities\(^1\) in support of services
- Assigned maturity ratings\(^2\) to each group of capabilities
- Refined the unified service catalog for Executive Committee to review
- In the next sprint, service scrums, with HR Foundations, will continue to refine the inventory of capabilities and prioritize areas of growth. This information will help to inform the Executive Committee’s organizational design process.

**Communications Foundation Scrum:**

Guided by the principle of running an open and transparent process, this team is charged with facilitating project communications and creating a cohesive and coordinated communications framework for IT services after the integration.

- Developed project reporting and information sharing model
- Developed communication toolkit to assist the project team and others with communicating progress to staff and stakeholders. The toolkit will be updated regularly with new information throughout the project. [huit.harvard.edu/cadm-it-integration/resources](http://huit.harvard.edu/cadm-it-integration/resources)
- Supported remote attendance of sprint 2 review meeting via WebEx for CS IT, HHR ISA, FSS, and HUIT extended leadership team. All sprint review meetings going forward will be streamed via WebEx, participants are encouraged to ask questions and provide feedback during the sprint review.

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\(^1\) Common activities performed in order to deliver and support services

\(^2\) Ratings presented in sprint 2 review deck are an amalgamation of the capabilities currently being provided by CS IT, FSS, HHR ISA, and HUIT’s Administrative Technology Systems (ATS)
Finance Foundation Scrum:
The finance foundation team is focused on understanding the various funding sources and financial practices supporting IT work in the four businesses and making recommendations for enabling a smooth financial transition as services move into HUIT.

- Analyzed the budgets and financial operations practices of the different Units, with the goal of identifying areas of ambiguity
- Began work to define what must happen for July 1 in order to minimize financial disruption
- Looking ahead, any financial changes will be better understood once the other facets of the project work come together (i.e., service and HR foundation teams).

HR Foundation Scrum:
The HR foundation team is responsible for supporting the individual members of the IT groups and ensuring a smooth transition into HUIT. This team will also inform and guide organizational decisions to help the Executive Committee define the new HUIT.

- Developed and distributed a “job analysis” survey to the incumbents with BA and BSA positions in the HHR ISA and FSS organizations. The survey is designed to look more deeply at the work performed, beyond the job description itself, and to inform the open scope question regarding this body of work. CS positions are not being surveyed because CS does not have roles in their organization that are distinct in this work as in HHR and FSS.
- Completed comprehensive benchmarking on the placement of the HRIS function to determine if it lives in the business or in IT.

As the project continues to progress, we look forward to providing another project update upon the conclusion of sprint 3. In the meantime, please contact the project team at cadm_it_integration@harvard.edu if you have questions or want to provide feedback.