

NRHA COMMITTEE REPORT FORM

Committee name: IT Committee

Meeting date: Wednesday 04/07/2010

Committee Members Present: Terry Griffin – IT Project advisor/committee member

Committee Members not present: Kit Cospers – Chair, Kim Sloan – Vice Chair, Jennifer Hoyt – committee member, Julia Cowan – committee member

Staff Present: Dennis York – IT Liaison,

Guests:

Mission Statement:

To make recommendations related to the use of technology within the association to enhance efficiency in data processing, reporting and member service.

Agenda Items

IT COMMITTEE UPDATE – April 7, 2010

I. IT project update

1. Clarification of the project:

The original project scope encompassed a new Software Package for both the NRHA Membership Services and the Accounting Department, along with an integration between the two packages. The project also was to incorporate new telephone structures to allow outside access to our computer system for features like Remote Access. The specifications also included Web Portal access for members. Hardware to accomplish the above tasks was in the budget and scope of the project.

What was not included in the project was ongoing Infrastructure upgrades and/or the Reiner Department which stands alone. The Membership Services software provides information to the Reiner to department with an export of data.

In hindsight, the 'IT Project' as it was named, created the perception that it was all encompassing. Therefore we are adding the Infrastructure and Reiner Department into the scope of the Project.

2. Status of project:

The Memberships Services and Horse Database Portals have moved into the testing phase that incorporates live data. This will continue and this phase of the project is still planned for a live June date. The Interface module between Membership Services and the Accounting Department has entered into the Development phase. The Show Management piece to handle Horse Shows has went through the specification phase and is going into development. This package will require live testing and some events prior to the futurity.

3. Overruns on Project – The original scope of work was laid out in the 2008 year. With the nature of NRHA business there has been some enhancement to services and features offered such as the Entry Level Program, Foal Nomination, Associate Memberships and Stewards Program. Each of these new items have a cost and effect on the timeline for the project.

In any project of this magnitude proper management allows for an Overrun budget, knowing that at the time of specifications items and clarification may have a cost to it. There was an Overrun allowance incorporated. However the above mentioned new features have exceeded the overrun allowance. At this time the project is approximately 20% over budget (however this includes both the infrastructure upgrades and the Reiner department).

The delays in picking a vendor and kicking off the project worked in our favor, in that we were able to build up a reserve of funds prior to acquiring the loan for the computer. This reserve will be used to help cover the overruns on the project. The IT Committee is cognizant of the overrun costs, and encourage the organization to limit change as much possible to help keep the overruns to a minimum.

The IT Committee strongly recommends the budget amount for ongoing Infrastructure Maintenance (Computer Expense) for the upcoming fiscal year be increased for ongoing infrastructure support. The first year of software support is covered in the original Software Upgrade contract. However year number two, Software support will also have to be in the budget which ensures that software continues to be updated.