Working Group Guidelines

**Goal**
The working groups will act as a liaison between Information Technology Services and the UTHSC staff, students, and faculty. Their goal is to help find novel, practical, or exciting solutions to the UTHSC IT priorities, present and future.

**Tasks**
1. Review, revise and refine IT priorities on a regular basis.
2. Establish a one-, three-, and five-year timeline for implementation of IT priorities.
3. Define windows of opportunity for IT priorities that take into account changing technology and cost escalation.
4. Establish the dollar, catch-up, and missed opportunity costs of not acting on specific IT priorities.

**Reporting Schedule**
The working groups will report their activity at least twice per year in January and June, or more often as needed.