Deakin eNexus Terms of Reference

Deakin eNexus has been developed to encourage staff to come forward with ideas for Deakin’s Digital Future that may improve efficiency, effectiveness and growth. The mechanism for idea creation and collaboration is the eNexus website.

Aim

The aim of the eNexus initiative is to provide a forum through which staff can contribute and collaborate on ideas that will make a positive impact on the University community. The best ideas will be selected by an eInnovations Group, considered by the University Executive, and may be put into practice.

Eligibility for implementation

Only Deakin staff are eligible to participate. eNexus will not be open to students or the public. Ideas will not be considered for an implementation if they:

1. are frivolous,
2. repeat or duplicate prior submissions,
3. represent complaints or grievances, or
4. have no discernible benefits to Deakin, its staff or communities
5. are applicable to one area of the University. These ideas should be submitted to line managers to be assessed.

Process for ideas submitted through eNexus

1. Ideas should be submitted through eNexus through the community-driven software.
2. Ideas will be given a 3 month gestation period with which to gather community support. eNexus allows for voting and commenting on ideas.
3. At the end of each quarter the eNexus moderators will shortlist the five most popular ideas for the last quarter (based on number of votes received, number of positive comments, and an initial assessment of feasibility).
4. The shortlist will be assessed by an eInnovations Group, who will select the best idea for the quarter.
5. The moderators will feed the successful idea/s into the appropriate implementation process (e.g. IT Plan, etc.)
6. Ideas will remain on the site indefinitely but will be “archived” after a year. Ideas that have been shortlisted and assessed will have their status reflected as “assessed”. Ideas that have an assessed or archived status will require new support or evidence of value to be presented in order to be considered for implementation in the future.
Evaluation criteria of ideas

Assessment of ideas for implementation will take into consideration the following criteria:

1. Popularity of the idea according to the community
2. Cost saving, time saving, and benefit/s generated
3. Originality of suggestion
4. Degree of impact on upon the University (i.e. are the potential outcomes in Deakin’s best long-term interests?) Cost, feasibility and risk of implementation
5. Efficiency
6. Effectiveness
7. Quality improvements

Award Process

Alongside the implementation process, awards may be offered to staff that submit the strongest ideas and that actively contribute to the idea community in eNexus. Prizes will be determined by the eInnovations Group. The following awards will be considered by the eInnovations Group quarterly:

1. **Award for the Top Idea/s** – presented to the originating staff member that submitted the successful idea for the quarter. Five shortlisted ideas (based on popularity and an initial assessment of feasibility) and ideas received via email will be presented to the eInnovations Group. One or more ideas may be selected for the award. An idea (or an idea that is closely related) can only win this award once for its originator.

2. **Award for the Top Contributor** – presented to the staff member with the most positive activity (i.e. the submitter at the top of the leaderboard each quarter). An individual can only win one Top Contributor award a year.

3. **CIO eInnovations Award** – an annual award may also be considered by the eInnovations Group. The award will be granted to the originator/s of the best idea of the year, as assessed by the eInnovations Group. The winner will be invited to be a member of the eInnovations group for a period of 12 months.

Conditions

This Terms of Reference may be altered without notice at any time in the future as deemed necessary.