Developing Terms of Reference

Group 6

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**Terms of Reference (ToR) for IT Advisory Committee (ITAC) at Walmart**

**Purpose:**

The purpose of the IT Advisory Committee at Walmart is to support, guide, and oversee the use of information technology to support Walmart’s corporate, and ethical goals, focusing on enhancing the companies’ efficiency, customer experience, sales, and innovation in retail technology to ensure Walmart’s success in the industry.

**Objectives:**

* To assess risks associated with IT developments and operations at Walmart stores, as well as possible investments in the company.
* Provide strategic guidance on integration of potential emerging technologies and provide insight on the best way to adopt these technologies into the company.
* Ensuring that all IT initiatives align with the business strategy and ethics of Walmart to ensure smooth and optimal performance.
* Promotion of the best practices and project management across the organization.

**Reporting Relationship:**

The ITAC will report directly to, and only to, the Chief Information Officer to provide advisory outputs and suggestions to the executive management team, including regular reports, updates, and news on possible or ongoing IT developments.

**Membership:**

* **Chair:** CIO (Chief Information Officer) of Walmart
* **Members:**
  + Senior leaders from key departments including Logistics, E-Commerce, Retail Operations and Human Resources.
  + External advisors with expertise in retail technology and digital experts.
  + Representatives from the IT management sector, focusing on Cyber Security, System Architecture, and Data Analytics.
  + Store managers to provide input and necessary information from all frontline operations.

**Terms of Appointment:**

Members will be appointed for a term of four years, with the possibility of renewal based off performance and business needs.

**Format:**

The ITAC will convene quarterly and as needed in special circumstances, with additional sessions to address urgent issues. Meetings will include discussions and updates on ongoing IT projects, evaluation of potential new technologies, and strategic planning sessions.

**Discussion Inputs:**

* Updates on current IT projects and infrastructure.
* Reviews of emerging technologies and their applicability to Walmart’s operations.
* Risk assessments related to IT investments and cybersecurity.
* Recommendations from advisors and specialists in the field.

**Discussion Outcomes:**

* Strategic advice and recommendations on IT investments and how current and upcoming projects will be prioritized.
* Approval of major IT projects before submission for the Executive management to review.
* Guidance on IT policy and standards, as well as future developments/changes.

**Chair / Deputy Chair:**

* The CIO serves as Chair, which will be setting company agendas, and leading meetings.
* The Deputy chair, which will be selected by the committee members, will assist the chair and will attend meetings in the CIO’s absence.

**Additional Questions**

**What is the benefit of establishing an IT Advisory Committee at Walmart?**

By establishing an ITAC at Walmart, we would be ensuring that the strategies of Walmart and their corporate objectives are aligned throughout the company. This would allow for better resource utilization, risk management, and potential innovation, with a much smaller failure chance. An ITAC would ensure that all departments are collaborating and using expert insights that would improve decision making and improve the success of IT investments. By combining the company's workforce and business needs and collaborating with information from all departments and experts, the benefit of establishing an ITAC would improve the company's success.

**What is the purpose of the Terms of Reference in establishing an IT Advisory Committee at Walmart?**

The Terms of Reference provide the set framework for the company, as well as the roles and responsibilities of the ITAC, to ensure there is full clarity on how the operations of Walmart will function. The document ensures that the members and stakeholders of Walmart understand the committees’ objectives and how they will be completed. This ensures the effective and efficient operations of IT strategies.

**How can an IT Advisory Committee ensure that emerging technologies are appropriately considered for a business-like Walmart?**

One of ITAC’s main jobs is ensuring smooth and correct operations of anything that can impact the company. They will ensure that emerging technologies are thoroughly considered by constantly reviewing and factoring in the technological advancement and how they could potentially impact Walmart’s operations. The ITAC will also gather input from third-party experts and stakeholders when evaluating the technology, which further allows the committee to decide whether to adapt it.

**How can an ITAC at Walmart ensure ethical concerns are considered?**

The ITAC will address ethical concerns by integrating ethical standards into all the review and decision-making processes, especially in areas like data privacy, customer interaction / experience, and AI utilization if considered. Regular training across the company on ethical issues that are related to IT and constant adherence to regulatory compliance will be closely monitored and mandated, ensuring that all departments are aware and educated on all the listed ethical concerns.