

Guidelines for Presentation of Proposals and Charters to the Senior Management Team (SMT)

- Project proposals and charters may be presented at the weekly SMT meetings. Planning with directors and requesting a spot on the agenda is required.
- Here are two relevant definitions to consider:
A **proposal** presents a problem that needs solving and a solution for resolving it.
A **charter** frames a project's work and requests that SMT lock resources to start the work. For more information, see http://its.ucsc.edu/about_us/smt/06_07/project_charter_proposals.pdf
- Presentations to SMT are sponsored by one of the ITS unit directors. Direct all requests via a director and forward copies to Mary Doyle and Carol Geortner (carolg@ucsc.edu) for the agenda.
- Indicate the outcome you seek:
 1. To provide information to the SMT (inviting their reaction only)
 2. To obtain the SMT's decision or direct action

Include the following information in any request:

1. Name of presenter
 2. Number of minutes needed to present & answer questions (minimum)
 3. Need for audio visual equipment
 4. Decision urgency (placement on the agenda is subject to priority topics)
- Once the topic is confirmed for the agenda, director and presenter will receive email confirmation with the date and time on the agenda. Submit proposal and charter materials Carol Geortner (carolg@ucsc.edu) three working days before the scheduled meeting for distribution. SMT members are expected to bring copies of any background materials to the meeting. If the presenter wishes to bring additional materials, please bring a minimum of 11 copies to the meeting. It works best and avoids a last minute "push."
 - Decisions - the following outcomes can be expected after an action-decision focused presentation:
 - Approved in principle with possible modifications required; referred to ITS resource allocation process for priority and timing.
 - With no resource issues to resolve, could be approved to proceed, with possible modifications.
 - Returned to presenter for additional work, to be revisited by SMT when ready.
 - Decision to not proceed with the proposal.
 - Preparation - to prepare, presenters review materials and an approach for the presentation with their director-sponsor. This creates a format for both presenter and managers to examine a proposal or charter.
 - Proposals/charters should identify resources required (people, funds, other), and the unit that will be providing these resources. The providing units will have approved the resource requirement estimates indicated in the proposal charter.
 - SMT members will have read the materials, and will attend prepared to discuss the core issues.