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| **Project Title:** Enter the project title. | | |
| **Prepared By:** Enter the name of the person completing the proposal. | | **Charge Date:**5/1/18 |
| **Steering Committee:**  Replace this text with the name of the steering committee. | | |
| **Committee Charge:**  Replace this text with a description of the committee charge. Include language on why the committee exists, any guiding principles, and expected outcomes or results. Sample text:  This committee is charged with providing direction and oversight to the *project name* project by *Executive Sponsor name*, the project’s Executive Sponsor. Responsibilities include ensuring that the project meets its stated deliverables, evaluating and setting tactical directions, and performing general project oversight. | | |
| **Charge Includes:**  Include information on the committee’s portfolio   * Identify specific activities, roles, and responsibilities for this committee. * Sample activity: “Identify and recommend for approval a list of candidate software applications” * Sample role: “Resolve questions and issues raised by the project team by interpreting stakeholder input and project charter” * Sample responsibility: “Regularly assess project progress and report to Executive Sponsor” | | |
| **Committee Membership:**   * List committee members, including title/division or functional representation * Sample with title: “Mark Cianca, Director, Portfolio Management Group (ITS)” * Sample with functional representation: “Mark Cianca, representing the ITS Senior Management Team * Include chair (Executive Sponsor or Project Sponsor are recommended as chair) * Include representatives from all stakeholder groups, including ITS * Project Manager should be a member (not chair), and serve as staff to the committee (coordinate with chair to create agendas, document outcomes, ensure attendance, facilitate conversations, and act as subject matter expert) | | |
| **Anticipated Commitment Level:**   * Enter the anticipated meeting schedule (meetings per month, hours per meeting) * Enter the expected lifespan of the committee * Document specific responsibilities of functional representatives. Sample: “The Divisional Liaison representative is responsible for briefing the DL Council on status, issues, and outcomes, and will represent DL Council input in committee meetings.” | | |
| **Procedures and Processes:**  Provide information on committee details (as relevant). Examples include:   * Required attendance for a quorum * Decision-making processes (voting, etc) * Rules and regulations (formal or informal - Robert’s Rules?) * Agenda management (who sets the agenda, how do topics get added, etc) | | |
| Enter the Executive Project Sponsor’s name.  **Executive Project Sponsor:** | If known, enter the Project Manager’s name.  **Project Manager:** | |