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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”
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| **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)
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| **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.”
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| **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)
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| Enter the Executive Project Sponsor’s name.**Executive Project Sponsor:** | If known, enter the Project Manager’s name.**Project Manager:** |