

Version #: 1 | Date: 16 November 2017 | Description: Updated for 2018

MEMBER ADVISORY GROUP NAME: ISO MEMBER ADVISORY GROUP

CHARTER EFFECTIVE DATE AND DURATION: 1 JANUARY 2018 TO 31 DECEMBER 2018

MEMBER ADVISORY GROUP PURPOSE:

The ISO Member Advisory Group (ISO MAG) works with PMI Standards staff in an advisory role primarily making recommendations for matters related to PMI's participation in the International Organization for Standardization's (ISO) Technical Committee 258 for *Project, Programme, and Portfolio Management*, but also other ISO activities that impact on practitioner's practice of the project management disciplines. These recommendations will mainly involve:

- ISO TC 258 and other non-PMI originated international standards development activities that may be of interest to PMI, including their relative priority in terms of advancing PMI's strategic intent regarding standards
- The desired outcomes/benefits of the standards activities that PMI opts to participate in
- Approach to achieve and measure these desired outcomes/benefits, the level and manner of participation, etc. for each activity;
- Potential candidates to serve as the official PMI SME liaisons to these activities; and
- Provide PMI a means to advocate its specific positions, while helping dispel perceptions that the US TAG and TC Secretariat act on behalf of PMI.

Out-of-Scope Activities:

- Recruitment and management of SME liaison representatives (this is a PMI staff responsibility)
- Serving as SME liaisons to ISO standards under development
- Lobbying of national mirror committees or any other body responsible for developing voting recommendations and/or comments on international standards
- The MAG itself does not provide comments on the contents of international standards. The MAG only recommends positions for PMI to review and consider.

The MAG will provide the following support:

- Advise and support PMI staff with annual operational PMI Standards Program responsibilities and accountabilities through advice, counsel, and direct participation, when appropriate
- Consult with PMI members external to the ISO MAG (e.g., SMAG) or other experts, when appropriate
- Provide for member input into specific programs, projects, or procedures
- Assist in communications about the ISO MAG program
- Monitor the program and projects of ISO of interest to PMI
- Provide review of all relevant ISO standards/documents, including recommendations and positions

DELIVERABLES:

- Creation of a process and set of criteria for identifying and prioritizing relevant international standards, as well as recommending any role PMI should play in their development
 - Develop an inventory of international standards and their status
 - Proposed technical positions
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ADMINISTRATIVE AND REPORTING REQUIREMENTS:

- Uses standard agenda, note-taking, and reporting templates
 - Provides progress reports to the Volunteer Engagement Liaison when requested
 - Participate in one or two face-to-face meetings per year, with interim virtual meetings throughout the year.
 - Volunteer participation is contingent upon: regular attendance of meetings, active participation in volunteer group activities, commitment to deliverables, and compliance with the PMI Confidentiality agreement and Conflict of Interest policy
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RESOURCES AND BUDGET:

- As identified in the budget approved annually by the PMI Board
 - PMI staff assigned by President and CEO
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MEMBER ADVISORY GROUP COMPOSITION AND TERMS:

- Six members serving a staggered 5-year term.
 - Volunteer Engagement Liaison and other staff resources as assigned by the PMI President and CEO
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VOLUNTEER REQUIREMENTS, EXPERIENCE, AND SKILLS:**Required:**

- Member in good standing for at least the past two years
- Currently not involved in any other PMI GOC volunteer activities
- Has no conflict of Interest (All PMI Member Advisory Group Members and Mentors are bound to the Guidelines for Conduct for PMI GOC Volunteers)

It is PMI's practice to not select/appoint individuals for PMI Volunteer Leadership positions who are already engaged in a leadership role within PMI or its Chapters. This is to reflect the level of commitment needed for such volunteer leadership roles and the desire to encourage volunteer participation through as wide a range of individuals as possible. This limitation does not apply to participation on content development teams in a non-leadership role.

Member Advisory Group Specific:

- Promote the profession and practice of project management by working towards the success of international standards activities while making sure that both international and PMI standards compliment, and do not contradict, each other.
- Protect PMI IP while working towards alignment in approach, as much as possible, between ISO standards and PMI standards so that the two can be used in conjunction by the practitioner or organization.
- Maintain and enhance PMI's credibility and the reputation of its standards and role as the global leader in the project management discipline via participation in the international standards process.

STAFF INFORMATION:

Name: John Zlockie

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Name: Marvin Nelson

Title: MAG Liaison, Project Specialist

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Name: Elaine Lazar

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APPLICABLE GOVERNING DOCUMENTS:

1. PMI Code of Ethics and Professional Conduct
2. Strategic Plan, specifically Core Value on Volunteerism: Volunteers and effective volunteer partnerships with staff are the best way to accomplish the Institute's goals and objectives
3. Institute Policies:
 - a. Confidentiality Policy
 - b. Conflict of Interest Policy
 - c. Contractor/Volunteer Electronic Systems and Communications Policy
 - d. Volunteer Records Management Policy
 - e. Volunteer Travel Policy
 - f. Social Media Guidelines for Volunteers
4. Guidelines for the Conduct of PMI GOC Volunteers
5. GOC Volunteers Volunteer Expense Report

CHARTER APPROVAL:

All Member Advisory Group charters must annually be approved by the President and Chief Executive Officer for the subsequent year and posted to the [Governance page on PMI.org](#).