

Version #: 1 | Date: 6 November 2017 | Description: Updated for 2018

**MEMBER ADVISORY GROUP NAME: PMI STANDARDS PROGRAM MEMBER ADVISORY GROUP**

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

**MEMBER ADVISORY GROUP PURPOSE:**

The Standards Member Advisory Group (Standards MAG) works in partnership with PMI Standards staff and primarily serves in an advisory role for all matters related to the governance and management of the PMI Standards Program, including:

- Peer-to peer communication with committee volunteers leading or engaged in the standards development process;
- SME input into standards content which is a critical component of delivering PMI's knowledge strategy; and
- Defined role in the PMI consensus process under which PMI is accredited by ANSI.

**DELIVERABLES:**

- Assisting the PMI Standards Manager in the review of PMI Standards including project proposals, project charter creation, project plans, project schedules, annotated outlines, committee pre-exposure drafts, and adjudicated exposure draft documents
- Collaborating with the Standards Manager to determine if a revision, reaffirmation, or discontinuation is appropriate for a standards product
- Working with the Standards Manager in responding to inquiries or requests for interpretation of the standards developed by the PMI Standards Program
- Assisting in the recruitment of volunteers for projects
- Participating as members of PMI Consensus Body
- Participating in PMI Standards Program Appeals Body
- Advising in the adoption of policy and procedure for interpreting the standards developed by the PMI Standards Program
- Voting in accord with ANSI-accredited procedures

**ADMINISTRATIVE AND REPORTING REQUIREMENTS:**

- Uses standard agenda, note-taking, and reporting templates
- Provides progress reports to the Volunteer Engagement Liaison when requested
- Three-four face to face meetings per year; monthly teleconferences; ad hoc teleconference as needed to assist in specific standards-development committee activity
- Volunteer participation is contingent upon: regular attendance of meetings, active participation in volunteer group activities and commitment to deliverables in addition to compliance to the PMI Confidentiality agreement and PMI 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 (6) committee members, serving consecutive five (5) year terms with the option to retire at the end of a year during that five year term, as approved by the Standards Manager
  - 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 two years
- Currently not involved in any other PMI 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:**

- Knowledge about PMI standards and the consensus process
  - Experience in implementation of PMI standards and guides
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**STAFF INFORMATION:****Name:** John Zlockie**Title:** Manager, PMI Standards Program**E-mail Address:** [john.zlockie@pmi.org](mailto:john.zlockie@pmi.org)**Name:** Elaine Lazar**Title:** Standards Specialist, Standards Program (VEL)**E-mail Address:** [elaine.lazar@pmi.org](mailto:elaine.lazar@pmi.org)

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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. Global Operations Center Volunteer Expense Report
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**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](#).