

Version #: 1 | Date: 20 October 2017 | Description: Updated for 2018

MEMBER ADVISORY GROUP NAME: TECHNOLOGY MEMBER ADVISORY GROUP (TECHMAG)

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

MEMBER ADVISORY GROUP PURPOSE:

The Technology Member Advisory Group will work in partnership with PMI IT staff and serve as subject matter experts and provide guidance and recommendations on the conceptualization, and planning of the information technology strategy/IT matters to staff and stakeholder groups, while ensuring alignment to PMI's IT Enterprise Architecture Strategy.

DELIVERABLES:

- Review and provide input to the annual Technology Member Advisory Group Project Plan and Schedule drafted by staff
- Performs and documents technology research, gathers requirements, and conducts surveys, user acceptance testing (UAT), training for annually specified IT initiatives
- Continuously implement and maintain a communication process that supports stakeholder groups and to ensure the status of technology requests are addressed and that identified solutions align with the Enterprise Architecture Strategy
- Ongoing support for Chapter Technology Services, including product research, requirement gathering, stakeholder feedback, and collaboration with other MAGs as determined by PMI. The TechMAG will work with PMI staff and Chapter MAG to help maintain a directory of technology services and define processes to maintain the directory.
- Assist the IT Infrastructure team in the rollout of Office 365 to include:
 - Advising on general principles and best practices
 - Testing between staff and volunteer instances
 - Training and support for volunteers during initial roll-out
- Create materials to support the newly defined Technology role within chapters. The TechMAG will work with PMI staff and chapter leaders to create or leverage material to support this role.

- Research and document topics in support of PMI's enterprise architecture, including an explanation of the technology, an assessment of the technologies, and recommendations for practical applications for PMI. The assessment of impact will include who will be impacted: practitioners, organizations (including chapters), and PMI itself. It will also include the timing of the impact and key indicators we can monitor for the impact. They will also provide input and recommendations on the modern application architecture.
 - Process support for formalizing Emerging Tech research to better track, report, and communicate. This would include SWOT analysis, research databases, and monitoring tools to facilitate the following:
 - Selecting relevant technology to monitor
 - Suggesting new technologies that should be added to the Emerging Tech Roadmap based on their impact to PMI or the field of project management
 - Analyzing technologies to assist in creating a short list to focus on
 - Finalize an exploitation plan – developing a plan to learn / test / pilot / use technologies from the roadmap and assist in creating the communication that would go to stakeholders so actions towards implementation can occur.
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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
 - Participates in:
 - Monthly Team Meeting (virtual)
 - Two in person meetings each year
 - Leadership Institute Volunteer Planning Meeting
 - Leadership Institute Meeting TBD
 - 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:

- Eight members of the Technology Advisory Group with representatives from each PMI region. Team members serve staggered two-year terms with the option to apply for an additional two-year term, as approved by the Technology Member Advisory Group 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 members and volunteers are bound to Rule of the Board 12.1, Board Member's Code of Conduct and the PMI Code of Ethics and Professional Conduct)

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:

- Strong understanding of PMI's goals, principles and strategic direction
- Strong understanding of other PMI Advisory Groups as they relate to the Technology Advisory Group
- Subject matter expertise in an area of technology related to PMI's Enterprise Architecture strategy
- Previous experience as a member of a virtual team
- Previous experience working in a multi-cultural environment is a plus
- Strong presentation skills
- Strong analytical skills
- Excellent communication skills

STAFF INFORMATION:

Name: Todd Kleinman

Title: VP of IT

E-mail Address: Todd.Kleinman@pmi.org

Name: Thom Rossi

Title: Manager, Enterprise Architecture (VEL)

E-mail Address: Thom.Rossi@pmi.org

Name: Alexander McKinney

Title: System Analyst, Enterprise Architecture

E-mail Address: Alexander.McKinney@pmi.org

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
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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](#).