

## OPERATIONAL 'MEMBER ADVISORY GROUP' CHARTER

The Committee Charter describes each operational committee explicitly in terms of:

- 1) the PRODUCT the advisory group is to produce; and,
- 2) the AUTHORITY granted to the advisory group in terms of organizational resources.

### NAME/TITLE:

Professional Awards Program Member Advisory Group

### OPERATIONAL ALIGNMENT:

*(Identify sections from PMI's operational plan which directly relate to work of Advisory Group.)*

- Provides professional support and expertise for Global Operations Center administration of the PMI Professional Awards Program;
- Assists PMI Global Operations Center in the direction, execution, and evaluation of nominations for the PMI Professional Awards Program in line with the strategic objectives established by the PMI Board;
- Operates under the PMI Global Operations Center Program Plan and Budget.

### ADVISORY GROUP MISSION:

*(Identify how the committee will support PMI operational program objectives.)*

- Recognize the project management professionalism, excellence and research efforts globally through the development of professional awards portfolio;
- Align awards portfolio to support PMI strategy and brand;
- Govern and provide guidelines for the awards process.

### COMMITTEE PURPOSE:

*(Overall charge, purpose or focus in helping PMI staff.)*

- Sets the strategic vision for the Professional Awards Program;
- Performs ongoing monitoring of the various elements of the PMI Professional Awards Program ensuring alignment to PMI's Strategic Plan;
- Governs the initiatives of subcommittees;
- Aligns Professional Awards initiatives with other institute initiatives as needed;
- Advises and provides feedback on Professional Awards Promotional Campaigns and Communications Plans;
- Advocates and represents the Professional Awards Program to the project management community at large.

### DELIVERABLES:

*(Product the Advisory Group is tasked to produce.)*

#### Strategic Deliverables

- Function as SME (Subject Matter Expert) on matters pertaining to the administration of the awards program
- Develop and/or refine awards, per strategic direction set by the Institute's Strategic Plan, Standards, and Branding
- Acts as a spokesperson of the Professional Awards Program at events and other activities as needed

#### Operational Deliverables

- Make recommendations for selection of award judging and review panels
- Advise and review the production of PMI Professional Awards communication and marketing materials (e.g., brochures, award presentations, website, etc)
- Create and manage subcommittees as needed to address ongoing operations
- Continuously assess the elements of the Professional Awards Program to encourage participation
- Advise and review the roll out and communications program associated with the introduction of newly developed Professional Awards

**RESOURCES:**

*(In terms of budget, staff, etc.)*

- Approved annual program plan and budget;
- Associated staff resources as directed by PMI Global Operations Center Manager, Brand Development;
- Member Advisory Groups and other member-volunteers such as project leaders and project team participants.

**AUTHORITY/LIMITATIONS:**

*(Authority, prohibited activities/actions.)*

- Provides advice, support and recommendation to the PMI Operational Manager;
- Works within the Brand Development budget;
- Obtain PMI's approval for program actions.

**TYPE/CATEGORY:**

Member Contributor (Conducts defined task(s) or work effort contributing to operational activities)

Member Voice (Provides member feedback and reaction)

Member SME (Serves as subject matter expert (SME) on project management program content)

Member Monitor (Monitors and prepares environmental scans on defined member/market segments)

Other (Describe): Initial and ongoing assessment of project team participants.

**COMPOSITION/SIZE:**

- Five to seven members;
- Individuals will be selected in accordance with the MAG Volunteer Profile.

**CHAIR:**

As selected by the MAG on a yearly basis.

**METHOD OF COMMITTEE MEMBER SELECTION/NOMINATION, TERM:**

One-year term; members cannot serve more than three consecutive terms. Advisory Group Members shall be PMI members in good standing.

**ACCOUNTABILITY:**

- The Professional Awards Program Member Advisory Group reports to and supports the efforts of the Brand Development Department as the administrators of Professional Awards Program.
- Policies and procedures for this program outline Advisory Group tasks and established specific timelines that must be met.
- All recommendations for awards shall be submitted to the respective leadership bodies for selection/approval as identified in the policies and procedures.

**PROPOSED DATE: 1 April 2007**

**EFFECTIVE DATE: 1 April 2007**

**DURATION:** Until amended. Annual review of charter based on any strategic alignment of the Award Program of Project Management Institute.