

Agenda Topic:

Date Submitted:

Name of Board Standing Committee (BdSC) or Individual Submitting Agenda Topic:

Name of Board Director Presenting the Agenda Topic:

Type of Item (Bold/Underline the Type): Information; Discussion; Motion; Motion Resulting in a Change to a Governing Document

Identify the Board's Work Domain (Bold/Underline the Domain): Board Building; Business, Fiduciary; Strategic

Board Vote Required:

1. **Motion(s) or Other Outcome(s) for Board deliberation and decision. Any proposed change to a governing document must be included in the motion (The Action):**
(Any approved motions that result in a change to a governing document are deemed perpetual unless otherwise changed in a subsequent Board-approved motion. All other motions approving an action will be effective for 12 months from the date of approval, unless otherwise specified (per RoB 15.09.5 d).
2. **State the issue and the context and background surrounding the issue, including anything the Board has already said about this issue through formal motions, governing documents, or the strategic plan (Situational Analysis / Background):**
3. **What impact does this issue have for PMI stakeholders? What do we know about the needs, wants and views of PMI stakeholders relevant to this issue? Include specific supporting information, current realities and evolving dynamics (Stakeholder's Perspective):**
4. **Business Analysis (Cultural, Legal, Financial and Impact Analysis): Please respond to each of the following questions:**
 - *What, if any, strategic threats or opportunities might result?*
 - *What, if any, are the legal/ethical implications associated with this proposal? Has a legal/ethical review been completed?*
 - *Describe how financial and other necessary resources, i.e., human, IT, etc. required to implement the proposal or other outcomes have been identified and allocated?*
 - *Describe any cultural or regional concerns or opportunities that might arise.*
 - *State if any other viable options or alternatives for the proposal or other outcomes exist.*
5. **Attachment(s)/Reference(s) (Supporting Information):**
6. **Proposed Communication Plan and Potential Action Items (Necessary Follow-up):**
Was a communication plan developed?
What are the milestones for the plan and who is responsible for each?
Are there any considerable risks (positive or negative) that exist when communications are released about this action? If so, what are they and how are they to be handled?