

## PMI BOARD COMMITTEE CHARTER

**COMMITTEE NAME:**

### STRATEGIC PLANNING AND PROGRAM ALIGNMENT (SPAA)

**CHARTER EFFECTIVE DATE AND DURATION:** 1 January 2009 to 31 December 2009

**Version #: 1**      **Rev. Date: 30 October 2008**      **Description of Change: Updated for 2009**

**COMMITTEE PURPOSE:** *Overall charge, purpose or focus of this committee in helping the PMI Board do its job.*

The committee will effectively lead the Board in corporate strategic planning for the Institute through:


- Implementing, and continuously improving PMI's strategic planning process.
- Leading the Board's participation in strategic planning.
- Ensuring alignment among strategic priorities, PMI programs, and their annual budgets.

**DELIVERABLES:** *(Products the Committee is tasked to produce.)*

**Annual/Ongoing Deliverables**

|  |                   |
|--|-------------------|
| <ul style="list-style-type: none"> <li>• <b>Annual SPPA Work Plan:</b> Develop committee work plan and define committee member assignments.</li> </ul>   | <b>SPPA Chair</b> |
| <ul style="list-style-type: none"> <li>• <b>Inputs to PMI Strategic Plan:</b> Facilitate Board environmental monitoring dialogue through the scenario thinking element of the PMI strategic planning process.</li> </ul>   | <b>TBD</b>        |
| <ul style="list-style-type: none"> <li>• <b>Inputs to PMI Strategic Plan:</b> Facilitate Board strategic dialogue on identifying and discussing mega-issues based on strategic risks and/or strategic opportunities as identified through the strategic planning process.</li> </ul> | <b>TBD</b>        |
| <ul style="list-style-type: none"> <li>• <b>Inputs to PMI Strategic Plan:</b> Define and coordinate activities to enhance the Board's strategic planning capabilities.</li> </ul>  | <b>TBD</b>        |
| <ul style="list-style-type: none"> <li>• <b>Inputs to PMI Strategic Plan:</b> Facilitate Strategic Plan Adjustments Workshop as needed.</li> </ul>   | <b>TBD</b>        |
| <ul style="list-style-type: none"> <li>• <b>Inputs to PMI Strategic Plan:</b> Prepare motions to adjust the strategic plan as necessary.</li> </ul>  | <b>TBD</b>        |
| <ul style="list-style-type: none"> <li>• <b>SPPA Inputs to PMI Annual Program Plan and Budget:</b> Prepare SPPA's plan and budget for the next year.</li> </ul>  | <b>TBD</b>        |
| <ul style="list-style-type: none"> <li>• <b>Annual Committee Charter:</b> Prepare a draft SPPA committee charter for next year.</li> </ul>   | <b>TBD</b>        |

**One-time Deliverables**

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|--|------------|
| <ul style="list-style-type: none"> <li>• Evaluate any potential impact to the PMI Strategic Plan regarding GOC's direction in addressing the strategic position statement: "To become more relevant at all levels within organizations, PMI must transform the way it serves the market, supported by the profession, through the delivery of sustainable and comprehensive offerings".</li> </ul>   | <b>TBD</b> |
| <ul style="list-style-type: none"> <li>• Consider questions that resulted from the 2008 Board Model Assessment Task Team (BMATT) governing document mapping exercise in strategic planning discussions. See embedded file for consequential questions.</li> </ul> <div style="text-align: left; margin-top: 10px;">  <p>BMATT Meeting<br/>Notes July 23.Dh.doc</p> </div> | <b>TBD</b> |

**Other Assignments**

|  |            |
|--|------------|
| <ul style="list-style-type: none"> <li>• Accept additional assignments that are in line with SPPA's mission, as assigned.</li> </ul> | <b>TBD</b> |
|--|------------|

**Optional Deliverables (to be determined by current SPPA Committee if needed)**

|   |            |
|---|------------|
| <ul style="list-style-type: none"> <li>• <b>PMI Strategic Planning Process Updates:</b> Update and modify the PMI strategic planning process as needed or required.</li> </ul>                  | <b>TBD</b> |
| <ul style="list-style-type: none"> <li>• <b>Balanced Scorecard Updates:</b> Recommend adjustments to the Balanced Scorecard Objectives to enhance alignment with the Strategic Plan.</li> </ul> | <b>TBD</b> |

**COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:**

- a. Guides the committee in accomplishing the mission and objectives detailed in the charter and in accordance with the established policies of the Institute. Keeps the committee focused.
- b. Ensures all committee members are fully oriented on the objectives and deliverables of the committee and on the process.
- c. Ensures all committee members are aware of and adhere to the processes and timing established by the PMI Board for placing items on the PMI Board agenda for discussion and deliberation, i.e., follow the PMI Board calendar; submit completed Board agenda template; ensure that committees have consensus approval of items before presentation to the PMI Board; ensure that Board agenda items are discussed and a straw vote taken in Board informal session; and ensure that motions are adjusted, as needed, before deliberation and voting in Board formal session.
- d. Works toward building a sense of trust, productivity, and camaraderie within the committee.
- e. As outlined in their charter, develops a work plan in coordination with the Executive Liaison that will allow the committee to effectively and efficiently discharge their responsibilities.
- f. Develops meeting agendas, in coordination with the Executive Liaison, using the standard agenda template.
- g. Conducts meetings of the committee and directs the communication for committee matters.
- h. Works to ensure that meeting notes capture consensus agreement items and follow-up actions of the committee using the standard meeting notes template.
- i. Assigns tasks among the committee members, as necessary.
- j. Works with Executive Liaison to ensure committee work is carried out between meetings.
- k. Works with Executive Liaison to develop final reports, proposals and supporting documentation for the PMI Board and that the material presented to the PMI Board accurately reflects the work of the committee and is submitted in a timely fashion.
- l. Provides updates on committee's deliverables at all Governance Committee Meetings.
- m. Provides updates to respective committee regarding Governance Committee Meeting outcomes.
- n. Represents the committee at PMI Board meetings.
- o. Works toward building a sense of trust and productivity between committee members and other Board Standing Committees.
- p. Addresses non-productivity within the committee.
- q. Works with the Executive Liaison to review the charter at year's end and offer recommendations to Governance Committee for updates to the following year's charter.
- r. Transitions the incoming Committee Chair into the role.

**EXECUTIVE LIAISON ROLES AND RESPONSIBILITIES:**

- a. Empowered to make decisions to support accomplishing the mission and objectives of the committee. Any direction of the committee that may violate Institute policy must be discussed with the Committee Chair and the President and CEO.
- b. Works in coordination with the Committee Chair to efficiently discharge the responsibilities of the committee.
- c. Coordinates all administrative duties and ensures that an online community exists for the team.
- d. Works in coordination with the Committee Chair to develop agendas, set meeting dates and locations, and communicate meeting requirements using the following criteria:
  - Meeting dates and locations should be determined as far in advance as possible.
  - Meeting requests forms should be sent to the proper contact with all meeting requirements stated.
  - Agendas should be developed using the standard agenda template and should include the meeting date, venue and meeting room on all agendas. If the meeting room name is not available at the time the agenda is distributed, then meeting attendees should be informed of the meeting room at check-in. The agenda should reflect what agenda items are tied to a stated deliverable in the charter.
  - Handouts should be distributed to the team in advance of the meeting via the team's online community.
- e. Works in coordination with the Committee Chair to capture notes that reflect consensus agreements and follow-up actions using the standard format for meeting notes for Board Standing Committees.
- f. Works in coordination with the Committee Chair to ensure all reports, proposals, supporting documentation are developed in a professional and timely manner.
- g. Works in coordination with appropriate staff to ensure that any financial, ethical, legal, and strategic implications associated with any option brought to the PMI Board is identified and revealed during the preparatory stages and that these implications are reported on the Board agenda template.
- h. Interfaces and dialogues with other executive liaisons to ensure integration of committee initiatives and outcomes, as warranted.
- i. Ensures dialogue with the President and CEO on any issues or concerns, as warranted.
- j. Ensures that an online community site is established and maintained and committee documents are appropriately archived.
- k. Coordinates and deploys any approved external communications.

**APPLICABLE GOVERNING DOCUMENTS:**

*(Identify sections from PMI's governance documents related to roles and responsibilities of this committee, including any boundaries and limitations)*

- PMI Code of Ethics & Professional Conduct.
- PMI Rule of the Board 6.5, PMI Board Standing Committees and Subcommittees.
- Specifically, 6.5.4, The Board will annually approve Board Standing Committee Charters and 6.5.5, Limitations: Board Standing Committees shall be prohibited from any activities or actions that shall cause the Institute to be legally or financially bound to an agreement or other relationships. Board Standing Committees shall be limited to the activities set forth in their formal Board Standing Committee Charter, consistent with law and the Bylaws and the Rules of the Board. Standing Committees and Subcommittees may not meet or act without a current, approved Charter and PMI Rule of the Board 6.5.6 a) 1) The Gov Com may act on behalf of the Board in rare emergency situations (see complete language in Rule of the Board).
- Rule of the Board 12.1, Board Member's Code of Conduct
- PMI Strategic Plan
- Institute Policies:
  - Confidentiality Policy
  - Conflict of Interest Policy
  - Electronic Systems and Communication Policy
  - Travel Policy

**ACCOUNTABILITY AND REPORTING REQUIREMENTS:** *(Reports to PMI Board through whom, when, how and about what?)*

- Reports to the PMI Board via e-receipt calendar in conjunction with every Board meeting using the format and template outlined in the Board Standing Committee Guidelines.



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**RESOURCES AND BUDGET:**

- As identified in the annual budget approved by the PMI Board of Directors.

**COMMITTEE COMPOSITION:**

- Committee Chair - elected by the PMI Board
- Board Directors – assigned by the PMI Chair in consultation with the PMI Governance Committee and approved by the PMI Board
- PMI President and CEO
- Executive Liaison & Administrative Support - assigned by President and CEO

**COMMITTEE CHAIR AND CONTACT INFORMATION:**

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