

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: Information Technology (IT) Member Advisory Group (IT MAG)

OPERATIONAL ALIGNMENT:

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

Provide membership and professional support and expertise for the PMI Headquarters' Information Technology Department in the formulation and execution of the operational technology program to achieve the infrastructure requirements to support the strategic objectives established by the PMI Board and the operational direction established through the approved annual program plan and budget.

PMI Ends Policy Linkages:

1.2 Project management contributes to social good and achievement

Project management contributes to social good and achievement for business, industry, governments, academia and society-at-large through economical and planned use of resources.

1.5 PMI as a global organization

PMI's Ends are assertively pursued globally for the profession and PMI members by volunteer leadership through policy, and by HQ staff through their planned and deliberate commitment of headquarter resources.

ADVISORY GROUP MISSION:

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

To enable member, stakeholder, marketplace and relevant knowledge expert input towards the conceptualization, planning and execution of the PMI HQ Information Technology program plans in support of the overall HQ Infrastructure Vision, Mission and Purpose.

COMMITTEE PURPOSE:

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

To support PMI Information Technology department with their annual operational responsibilities and accountabilities through advice, counsel and direct participation using applicable professional knowledge and expertise.

Provide guidance with:

1. Issue identification, analysis & recommendations.
1. Policy analysis & recommendation to HQ.
2. Communications/Raising organizational awareness.
3. Expert advice on specific technology areas.
4. Technical support for PMI Component Data Exchange Program (DEP).

DELIVERABLES:

1. MAG Project Plans/Schedules for 2004
2. Identify and evaluate CRM technology solutions.
3. Assist in researching and identifying best practices for IT including project & portfolio management.
4. Provide support in planning, and implementing key 2004 PMI IT initiatives.

RESOURCES:

(In terms of budget, staff, etc.)

Approved annual program plan and budget plus associated staff resources as directed by the PMI HQ Director of Information Technology. Member Advisory Group as project leaders and project team participants.

AUTHORITY/LIMITATIONS:

(Authority, prohibited activities/actions.)

PMI Advisory Group members provide advice, support and recommendations to the PMI Director who is accountable to the PMI Chief Executive Officer for all operational aspects of the program area. Budget is directed by the respective PMI HQ Director from whom expenditure authorization must be obtained and approved. The advisory group may not appropriate nor reallocate targeted funds in the Operational Budget.

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
 Other (Participates in evaluation of technology solutions)

COMPOSITION/SIZE: 4 PMI Members	CHAIR: N/A
METHOD OF COMMITTEE MEMBER SELECTION/NOMINATION, TERM: Committee members must be PMI members with demonstrated expertise in IT project management and are currently working in this area within their chosen industries. Term: 2 years unless an extension is granted by either the PMI Director of IT or the Information Services Manager.	
ACCOUNTABILITY: <i>(Reports to PMI HQ through whom, about what, and when?)</i> The Information Technology Member Advisory Group reports to the Information Services Manager. First Quarter to establish project timeline for identified annual scope of work. The Advisory Group will meet as a unit as needed.	
PROPOSED DATE: 1 January 2003	EFFECTIVE DATE: 1 January 2003
DURATION: Until amended. Annual review of charter based on the operational plan of the PMI's Information Technology Department.	