

**PMI EDUCATIONAL FOUNDATION BOARD COMMITTEE CHARTER**

**COMMITTEE NAME:**

**PMIEF Program Committee**

**CHARTER EFFECTIVE DATE AND DURATION:** 1 January 2012 to 31 December 2012

**COMMITTEE PURPOSE:**

*(Overall charge, purpose or focus of this committee in helping the PMI Educational Foundation (PMIEF) Board do its job.)*

The purpose of the PMIEF Program Committee is to facilitate the work of the PMIEF Board of Directors in regard to establishing policies and overseeing the management, control and supervision of PMIEF's charitable and educational programs.

**DELIVERABLES:**

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

**Annual/Ongoing Deliverables**

- Provide focus and assurance that the PMIEF charitable and educational program activities align with the vision and mission of the PMIEF through policies and guidelines
- Provide oversight of funded and non-funded Program activities.
- Review and, if needed, recommend changes to the nature, scope, strategic performance expectations, desired outcomes, boundaries, standards of performance, policies, and procedures of the charitable and educational programs of PMIEF
  - Major program areas
  - Specific programs
  - Key projects
  - Grant, scholarship and award policies and procedures including requirements, approval levels, selection processes, and timings
  - Grant, scholarship and award implementation performance expectations, protocols, and tracking
- Assure timely review and disposition of grant requests (bi-annually) subject to staff, Program Committee or Board approval in accord with established policies.
- Provide PMIEF Board Meeting Agenda Topics and associated materials covering Program Committee updates, status of funded proposals and non-funded programs, available program funds, and issues requiring Board discussion and/or approval
- Recommend annual budgets for PMIEF charitable and educational programs and for the Program Committee.

### **One-Time Deliverables for 2012**

- Develop PMIEF Policy for having strategic vision-driven projects and procedure for PMIEF Board oversight of such projects.
- Define and execute a Program Governance structure that will lead to benefits realization for PMI EF programs. The following governance deliverables will be produced:
- Strategic
  - Selection of Project Manager
  - Definition of the Program Organization
  - Capture the documented Vision of the major Programs
  - Review and Accept the Project plan produced by the Project Manager
  - A method for monitoring Leadership and Stakeholder Engagement
  - A Plan for Outcomes / Benefits Realization Management
  - A Blueprint for Design and Delivery
  - An approach for Planning and control
  - A method for delivering the Business Case for programs
  - A defined process for Risk and Issue Management
  - An approach for Quality Management
- Develop PMIEF Policy for PMIEF Educational Resources regarding creation or acceptance of such material, dissemination of such material, and allowable uses of such material.
- Establish PMIEF Grants, Scholarships and Awards Audit Policy and Procedure with attention to ensuring compliance with donor's wishes and determining frequency of audits.
- Develop, with support of PMI Legal Department, a PMIEF Policy for volunteers acting under the direction of PMIEF, volunteers working through PMI Chapters and Communities of Practice, and volunteers working on their own volition with particular attention to liability issues related to contact with children and various child protection laws.
- Create a planning process with the Development Committee for program and development travel expenditures vs. budget.

### **ACCOUNTABILITY AND REPORTING REQUIREMENTS:**

*(Reports to PMI EF Board through whom, when, how and about what?)*

- Accountable to the PMIEF Board of Directors through the Committee Chair
- Committee chair reports to the PMIEF Chair regarding the progress and challenges of the committee in accomplishing their deliverables
- Provides a written report to the PMIEF Board of Directors for each scheduled Board Meeting.

### **RESOURCES AND BUDGET:**

- Committee meetings collocated with PMIEF Board Meetings are covered in PMIEF Board Meeting Budget
- Committee Teleconference costs covered in PMIEF Budget

### **COMMITTEE COMPOSITION:**

- Committee Chair (Voting PMIEF Board Director appointed by PMIEF Chair and approved by PMIEF Board)
- Two Committee members from among the Voting Directors on the PMIEF Board
- PMIEF Chair as *Ex-Officio* Member
- PMIEF COO or PMIEF Executive Director
- PMIEF Program Administrator

**COMMITTEE AND CONTACT INFORMATION:**

- Committee Chair: Allan Mills – cell: +1-410-507-1938; [Allanm\\_pmp@earthlink.net](mailto:Allanm_pmp@earthlink.net)
- Committee Members
  - John Patton – office: +1-503- 223-3623; [john.patton@cadencemc.com](mailto:john.patton@cadencemc.com)
  - John Rickards – cell: +1-678 429-9503; [jvrickards@aol.com](mailto:jvrickards@aol.com)
  - PMIEF Executive Director - Lew Gedansky – cell: +1-609-636-2903; [lew.gedansky@pmi.org](mailto:lew.gedansky@pmi.org)
  - PMIEF Program Administrator Diane Fromm; work: +1-610-356-4600 ext 1128; [diane.fromm@pmi.org](mailto:diane.fromm@pmi.org)
  - *Ex-Officio* Member: PMIEF Chair - Jo Ferguson - +1-303-423-2072; [jo@ccswa.com](mailto:jo@ccswa.com)

**COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:**

- a. Guides the committee in accomplishing the purpose and deliverables detailed in its charter and in accordance with the established policies of the Educational Foundation. Keeps the committee focused.
- b. Ensures that all committee members are fully oriented on the committee purpose and deliverables.
- c. Facilitates the development and implementation of an effective Program Governance structure to ensure Programs realize outcomes / benefits
- d. Develops a work plan that will allow the committee to effectively and efficiently discharge their responsibilities.
- e. Develops meeting agendas and conducts virtual or face-to-face meetings of the committee, as needed, and directs communication of committee matters.
- f. Ensures that meeting notes capture committee consensus agreement items and follow-up actions.
- g. Ensures all committee members are aware of and adhere to the process and timing established by the PMI EF Board for placing items on the PMI EF Board agenda for discussion and deliberation – that is, follows the PMI EF Board calendar, submits completed Board agenda template(s), ensures that Board agenda items are discussed and a straw vote taken in Board informal session, and ensures that motions are adjusted, as needed, before deliberation and voting in Board formal session.
- h. Works to build a sense of trust, productivity, and camaraderie within the committee.
- i. Assigns tasks among the committee members, as necessary.
- j. Works to ensure committee work is carried out between meetings.
- k. Develops and submits timely and accurate quarterly reports, final reports, proposals, and supporting documentation to the PMI EF Board reflecting the committee's work.
- l. Interfaces with the PMI EF Chair on matters impacting completion of the charter objectives.
- m. Represents the committee at PMI EF Board meetings/teleconferences.
- n. Works to build a sense of trust and productivity between committee members and other PMI EF committees.
- o. Addresses non-productivity within the committee.
- p. Reviews the charter at year's end and offers recommendations to the incoming committee chair for updates to the following year's charter.
- q. Transitions with the incoming committee chair.