Project Excellence Committee (PEC) CHARTER

For

National Oceanic and Atmospheric Administration (NOAA)

Project Management Working Group Committee

Revision 0.3

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VERSION HISTORY

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May 4, 2010	0.1	Initial draft	Alpha Bailey
May 19, 2010	0.2	Updated Charter based on the group's feedback. Added new section 7, specified term of committee, term of charter, clarified sections.	Alpha Bailey
June 16, 2010	0.3	Update membership requirements under General /Organization based on PEC feedback	Alpha

APPROVALS

Date	Document Version	Approver Name and Title	Approver Signature

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1. PURPOSE

The purpose of the Project Excellence Committee (PEC) is to promote best practice project management execution at the National Oceanic and Atmospheric Administration (NOAA). This is done with collaboration across Line and Staff Offices, sharing and implementing government and industry best practices, training for project/program managers, resource sharing, developing processes and documentation standards, applying lessons learned and providing integrated recommendations to the NOAA management.

The PEC is a working group committee whose intent is to facilitate the goals and mission of NOAA as it relates to Project Management (this includes IT and non-IT projects). The PEC will collaborate with other NOAA committees to promote the reduction of duplicate efforts.

The Committee's scope will include the areas of Project Management as defined in the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK), (including Risk Management and Cost Management) as well as government and industry standards, Department of Commerce (DoC) and NOAA policies and mandates, Capital Planning and Investment Controls (CPIC), Enterprise Architecture (EA), and Security.

2. OBJECTIVES

The objectives of the PEC are to:

- Provide a forum for exchanging ideas, sharing knowledge, and requesting assistance among the NOAA project/program managers.
- Enhance collaboration among NOAA project/program managers to increase the probability of success of NOAA projects in terms of scope, cost, and schedule.
- Promote, coordinate, and facilitate the exchange of successful Project Management programs, best practices, procedures, lessons learned, and other applicable information of common interest.
- Promote Program/Project Management training by sharing training opportunities such as conferences, workshops, task groups, and seminars.
- Develop strategic alliances that:
    - Increase awareness and involvement of Line and Staff Offices' management.
    - Provide information bridges across NOAA.
    - Provide proactive, value-added recommendations to the NOAA's senior management.

3. SCOPE

- The PEC will operate within the scope of NOAA management and the Chief Information Officer (CIO) Council
- The PEC will facilitate interaction with outside agencies and organizations when necessary regarding application of Project Management principles and methodologies.
- The PEC will facilitate the exchange of information through workshops, working groups, written materials, etc.

4. RESPONSIBILITIES OF THE PEC CHAIR

The responsibilities of the PEC Chair are as follows:

- Develop the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda items.
- Ends each meeting with a summary of decisions and assignments.

5. RESPONSIBILITIES OF PEC MEMBERS

Individual PEC members have the following responsibilities:

- Understand the objectives and scope.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other PEC documents.
- Provide agenda items for each meeting as appropriate.
- Support open discussion and debate, and encourage fellow PEC members to voice their insights.

6. GENERAL

6.1 Organization

- The PEC term is for one year and will be reviewed for renewal annually *by the CIO council and/or other councils/management* based on its cost/benefit and the effectiveness of the deliverables.
- Membership on the PEC is for one year and limited to NOAA employees (federal and contract)
- Membership is voluntary and approval from supervisor is required because of the term commitment
- Membership of PEC will include all NOAA Line and Staff Offices. There will be a representative from every NOAA major and minor exhibit 300 project.
- The Chairperson's term of office will be one year. The chairperson may be re-elected to serve follow-on terms. If for any reason the chairperson is required to terminate prior to the designated time, the PEC shall elect a new chairperson
- The PEC Chairperson is designated as the single point of contact for official NOAA communication. This is not intended to restrict other informal communications.
- Other roles will be elected by a majority vote as the need for them arises
- Topic / Task subgroups will be created as needed and will operate within this Charter and NOAA Working Group Operating Manual.

6.2 Membership

Membership includes NOAA's Project and Program Managers from the Line and Staff Offices and may be federal or contract support. The PEC member may or may not be actively working on a project. The Project Managers attending the PEC meetings may present information and answer questions.

6.3 Quorum and Decision-making

6.3.1 **Quorum**

A minimum number of PEC members are required for decision-making purposes. The quorum is defined as the number of a majority of the PEC.

6.3.2 **Decision-making Process**

The decision-making process PEC will use to make decisions are as follows:

- Majority: a course of action requires support from more than 50% members who attend the meeting if there is quorum.

6.4 Frequency of Meetings

PEC meetings will be held once a month normally on the 2nd Monday of each month and adjusted as needed (ex, holidays, project requirements, etc) as determined by the PEC Chairperson, or when requested by three PEC members.

6.5 Agenda, Minutes, and Decision Papers

A package will be sent to members three to five business days in advance of a PEC meeting. This package will include the following:

- Agenda for upcoming meeting (in PEC Meeting Agenda Template).
- Minutes of previous meeting (in PEC Meeting Minutes template).
- Any other documents/information to be considered at the meeting.

6.6 Proxies

Members of the PEC **can** send proxies to meetings. Proxies **are** entitled to participate in discussion and **are not** allowed a role in decision-making.

PEC members will inform the committee chair as soon as possible if they intend to send a proxy to a meeting that requires votes.

6.7 Deliverables

The minimum set of PEC deliverables will be as follows:

- Standardized processes, documentation, and templates
- At least two Project Management presentations annually to share project management experiences accomplishments, lessons learned, best practices, emerging issues and regulatory concerns across the NOAA.
- An annual report of key accomplishments and critical issues affecting project management across the NOAA will be developed to assess the committee's maturity and effectiveness.

Performance - cost and schedule benefits

- Another measurement tool for benefit is participation - the average number and diversity of participants in PEC activities. The more participants in the PEC, the greater opportunity for sharing lessons learned and the greater potential of delivering project within the schedule and cost

7. CHARTER TERM

Charter will be in force for a period of one year, subject to renewal