PROGRAM CHARTER

Project Management Institute – Central Iowa Chapter

Collaborate to Succeed

VERSION: 1.4   REVISION DATE: January 23, 2009

Contents

Section 1. Program Overview

1.1 Problem Statement

PMI-CIC recognizes a need to engage our members, reach out to our community, and grow our membership. These issues have been documented in the 2008 SWOT performed by the PMI-CIC strategic planning committee.

1.2 Program Description

Collaborate to Succeed will address the business problem by:

- Creating a very visible project management program with local non-profits / charities.

- Sponsoring PMI-CIC project managers in managing non-profit / charity projects.

- Engaging sponsorship from involved project manager's school or place of employment.

- Reaching out to non-profits and charity project managers.

This will be accomplished by hosting a program sponsored and organized by PMI-CIC where a limited number of PMs from either companies or schools pair with non-profit / charity organizations to manage projects pro bono.

An end of year celebration will be held where we will contribute funds to all charities and provide recognition to projects and volunteers.

This Collaborate to Succeed program is, in essence, a pilot for a long term continuous activity within PMI-CIC. The program is not only the PMs involvement in the charity's project(s), but also the hosting, sponsoring, publicizing, marketing and general infrastructure of the Collaborate to Succeed program.

The 2009 program is a pilot. Part of the program is giving consideration to making this an ongoing annual event / competition. The expectation is that the PMI-CIC Board of Directors will either scrap the idea or charter a perpetual committee for subsequent years.

1.3 Program Goals and Objectives

Business Goals / Objectives:

- Increase membership engagement – measured by:

    o 10% increase in monthly meeting attendance (average of 2009 compared to average of 2008)

    o 10% increase in volunteer count (average of 2009 compared to average of 2008)

- Increase our visibility in our community – measured by:

    o 2 newspaper articles about PMI-CIC

1.4 Program Scope

Program Includes
Sponsoring, hosting, and organizing a program of project managers managing non-profit / charity projects.
Working with involved non-profits / charities to support project success.
Marketing the program and managing communications to the community.
Encouraging and obtaining company sponsorship of the competition.
Marketing the competition to our membership and prospective members.
Provide Project Managers to non-profits / charities.
A final report and recommendation to be submitted to the PMI-CIC Board of Directors.

Program Excludes
Non-PM people will not be supplied by PMI-CIC to the projects.

1.5 Critical Success Factors

Collaborate to Succeed requires the following to be deemed successful:

- Organizations (PMI-CIC, Non-Profits / Charities, Sponsoring Organizations) find value in the event.

- Program is delivered before the end of 2009.

- Program is delivered within budget.

- PMI-CIC is recognized in the Central Iowa Community for "Collaborate to Succeed".

- Volunteer Project Managers, Project Mentors and Committee Members have a rewarding volunteer experience.

1.6 Assumptions

Collaborate to Succeed assumptions:

1. PMI-CIC BoD will approve this Charter for Collaborate to Succeed.

2. Membership's desire to assist non-profits / charities.

3. PMI-CIC member's desire to dedicate time to the program.

4. Non-profit's / charities desire to participate in Collaborate to Succeed.

5. Non-profit's / charities have Project(s) that can be identified that will be initiated and completed between January 2009 and September 2009.

6. PMI-CIC will make charitable donations to the non-profits / charities beyond our membership's time.

7. PMI-CIC will fund marketing and outreach efforts associated or in support of Collaborate to Succeed (see budget for details).

8. Organizations / Companies have a desire to sponsor the competition.

9. Project managers will provide documentation consistent with the PMBOK.

1.7   Constraints

Collaborate to Succeed constraints:

1. Only a limited number of non-profits / charities / project managers can compete (otherwise the program may become too unwieldy).

Section 2. Program Authority and Milestones

2.1 Funding Authority

Marketing $2,000

Program Support $1,000

Contributions (to charities) $2,500

Total Funding is $6,500

* See attached budget in appendices.

Funding Authorization Process:

- Initial approval by board of preliminary budget.

- Review and approval of the program budget after Planning.

Receipt Reimbursement:

- All receipt reimbursements will follow the current PMI-CIC by-laws, policies processes and procedures.

2.2 Program Oversight Authority

Several roles provide great benefit to this program. The level of authority for each role is outlined below.

No Authority:

Senior Advisor PM Counsel will review progress on projects, advise, and serve in mentor capacities as desired. They will have no authority, but will be responsible for alerting the PMI-CIC Collaborate to Succeed Committee of any project concerns.

The Director of Volunteerism has the responsibility to assign volunteers as requested by the PMI-CIC Collaborate to Succeed Committee. The Director will have no direct authority over the program.

Level 3 Authority: The project managers will have direct responsibility for their projects in conjunction with their project's non-profit / charity sponsors. Together, they will have direct control and authority over the projects.

Level 2 Authority: The PMI-CIC Collaborate to Succeed Committee Program Manager / Committee Chair has the authority to:

1. Spend approved funds

2. Seek sponsorship

3. Initiate and maintain contact with outside organizations

4. Execute Collaborate to Succeed in accordance with the Program's intention as outlined in this document

Level 1 Authority: The PMI-CIC board, as the sponsor of this Program, has the authority to:

1. Initiate the Program

2. Allocate funds

3. Halt the Program

4. Cancel funding

5. Review Program documentation when requested

6. Dictate status reporting format (how and when)

2.3   Major Program Milestones

Milestone/Deliverable	Planned Completion Date
Kick-Off	January 2009
Select charities to be supported	February 2009
Match charities to PM's	February 2009
Match mentors to PM's	February 2009
Projects Initiated	March 2009
Projects Completed	Fall 2009
Celebration and gifts to charities	November/December 2009

Section 3. Program Organization

3.1   Roles and Responsibilities

Role	Responsibility
PMI-CIC Board	Review and approve Program, review status
Committee Chair / Program Manager	Execute the Collaborate to Succeed program consistent with the PMBOK.
Committee	Execute Collaborate to Succeed by providing the infrastructure required for the program and manage all facets of the program. This includes, but is not limited to: - Initiating and maintaining relationships with chosen non-profits / charities - Escalating program issues to the Program Manager - Initiate and support PR / Marketing efforts
Director of Communications	Provide timely responses of reviews of written 'public' material (material intended for audiences outside of the Program).
Director of Volunteerism	Obtain volunteers for Collaborate to Succeed.
News Organizations	Report relevant news (Collaborate to Succeed!)
Unassociated Non-Profits / Charities	Receive updates / news on Collaborate to Succeed.
Employers / Organizations	Receive updates and participate where and when appropriate (possible sponsorships).
Senior Advisor PM Counsel	Review project materials and provide feedback to both the project managers and the Committee.
Project Managers	Execute quality project management according to the PMBOK on non-profit / charity projects.
Non-Profits / Charities	Sponsor projects.
Membership	Observe and support Collaborate to Succeed efforts.

3.2   Program Facilities and Resources

Resource Requirement	Responsibility
PMI-CIC Website space / access	Program Sponsor
PMI-CIC Newsletter space	Program Sponsor

Resource Requirement	Responsibility

Section 4. Points of Contact

Primary Contact	Name/Title/Organization	Phone	Email
Dave Hudson	Program Manager	515-771-3293	**david.hudson @us.sogeti.co m**
Secondary Contact	**Name/Title/Organization**	**Phone**	**Email**
Jessica Pendleton	Program Sponsor	515-554-2847	**jessica.pendleto n@mchsi.com**

Section 5. Revision History

Identify document changes.

Version	Date	Name	Description
1.1	11/24/08	Jessica Pendleton	Updates based on PMI CIC board feedback (Jan Post and Jim Allen).
1.2	12/15/08	Jessica Pendleton	PMI-CIC board approved charter and approved preliminary budget of $500.
1.3	1/16/09	Dave Hudson	Updates to further specify scope, assumptions, and constraints.
1.4	1/23/09	Dave Hudson	Removed emphasis on a competition in favor of having a program that is highly visible in the community.

Section 6. Appendices

Preliminary Budget

Project Budget
Estimate - Collaborate

November 2008 Newsletter Article

PMI-CIC Collaborate
to Succeed Nov 2008

Initiate Program Request

PMI-CIC Initiative
Project Request - Col