

PODS Working Group Charter

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Section 1 – Working Group Plan

Version: 1.1
Date: 6 Oct. 2006

Working Group Name:

<Name>

Members:

Chair: <Working Group Chairperson's name>

Co-chair: <Working Group Co-chairperson's name>

Secretary¹: <Working Group secretary's name>

Other members: <Working Group member 1>, <Working Group member 2>, ...

Reporting Relationships:

Reports to: <Responsible Committee>

Liaison¹: <Responsible Committee member>

Reporting frequency: <Period between written status reports to the Responsible Committee>

Objective:

A Working Group is formed to address a specific issue or group of closely related issues for a defined, finite period of time. A Working Group will report and provide its deliverables to the PODS committee within whose area of responsibility the Working Group’s focus falls.

<Objective> ...

Scope:

<Scope> ...

Deliverables²:

1. Business Requirements Specification Document

2. <Deliverable 2>

3. <Deliverable 3>

4. ...

Schedule:

1. <Milestone 1>

2. <Milestone 2>

3. ...

¹ *Optional positions*

² *See also Process Description §2d*

Section 2 – Responsible Committee Review

Proposal received: <Date>

Reviewed by the Responsible Committee: <Date>

Reviewing members:

<Committee member 1>, < Committee member 2>, ...

Recommendation to the Board:

<Recommendation to approve or reject, with rationale and any suggested follow-up>.

Guidance to Working Group:

<Proposal approved: issues to consider during project execution. Proposal rejected: issues needing resolution prior to approval.> ...

Section 3 – Board Approval

Recommendation approved: <Authorized Board representative>

Date: <Date>

Comments: <Optional>

Process Description

1. **Purpose** – the Purpose of the Working Group Charter is three-fold:
 - a. To clearly delineate the scope of and deliverables for proposed work or changes, including minimum required deliverables.
 - b. To provide a process framework for the Working Group’s activities, including the need to:
 - i. establish mechanisms for communication between the proposed Working Group and the Committee within whose area of responsibility (“Responsible Committee”) the Working Group’s focus falls;
 - ii. first identify and document the Business Requirements Specification;
 - iii. include in any development of technical standards or documentation certain key deliverables (see §2d below).

The above are intended and expected to facilitate the Working Group's progress and incorporation of its results into the PODS Association’s portfolio of products and services.

 - c. To authorize such proposed work or changes. The proposed changes are thus brought about through Working Groups formed under the authority of the relevant Responsible PODS Committee and authorized by the Board.
2. **Section 1** is to be completed by the individual or individuals proposing to initiate the new Working Group.
 - a. Regular written status reports to the Responsible Committee are required. The proposed period between reports should be consistent with the rate at which the Working Group plans to progress. Bi-weekly or monthly updates are considered typical.
 - b. Identification of a Responsible Committee Liaison is optional. Whether or not a Liaison is identified, a written status report is still required.
 - c. Self-explanatory entries for “Scope” and “Objective” are critical. They should include enough information to allow the Responsible Committee to assess the impact of the proposed Working Group’s activities on the PODS standards for which the Responsible Committee is responsible.
 - d. “Deliverables” will vary according to the stated objectives. For any Working Group reporting to the Technical Committee, these should include, at the very least, documentation for the Working Group’s results. In addition, if one of the Working Group’s objectives is to alter the PODS data model, other required deliverables include:
 - i. an Entity-Relationship Diagram,
 - ii. a Data Dictionary for all new or modified model objects, and
 - iii. a listing of existing objects in the then-current PODS data model which will be impacted (modified or dropped) by the proposed model alteration.
 - iv. User documentation for the new standard which is conformant with the existing documentation format being used for equivalent PODS technical standards.
 - e. Note that changes to the initial Charter may be effected at any time by submitting a new version for review and approval.
3. **Section 2** is to be completed by the Responsible Committee.
 - a. If the Responsible Committee recommends that the Board approve the proposed Working Group charter, then “Guidance to Working Group” will identify issues about which the Working Group should be aware, and provide recommendations to facilitate incorporation of their results into existing standards.

- b. If the Responsible Committee recommends that the Board reject the proposed Working Group charter, then “Guidance to Working Group” will present the rationale for this recommendation, and indicate what changes to the plan, if any, would result in an acceptable charter.
4. **Section 3** is to be completed by a member of the Board of Directors authorized by them to represent the result of their review of both the charter and the recommendation provided by the Responsible Committee.
 - a. If the Board approves the Responsible Committee’s recommendation, one copy each of the approved charter will be archived by the PODS Secretary, returned to the Working Group Leader, and the Responsible Committee Chair.
 - b. If the Board rejects the Responsible Committee’s recommendation, the rationale for that rejection will be provided in “Comments,” and the charter returned to the Responsible Committee Chair. The Responsible Committee will resolve the issues which resulted in the Board’s rejection of its recommendation by discussing the charter with the Working Group and/or Board of Directors. When a resolution has been identified, the Responsible Committee will resubmit the charter to the Board for their review and approval.