

**George Mason University
Portfolio Evaluation Committee (PEC) Charter**

Purpose: The Portfolio Evaluation Committee was created in order to align the project management of the Banner suite and related administrative applications with Mason's institutional objectives, maximize the benefits derived from these applications, and support the efficient use of enterprise-wide ITU resources in pursuit of common goals.

Roles and Responsibilities: The specific duties of the Portfolio Evaluation Committee will include the following:

- Review enterprise-wide ITU project portfolio and provide functional office guidance on project impact and resources. Approve and prioritize medium and large scale project portfolio requests impacting the Banner suite and related administrative applications. Requests for project evaluation will come from the ASC (Architectural Standards Committee) review process and by direct submission to the PEC chair.
- As required, forward requests requiring approval to the Portfolio Governance Council.
- Approve individual release schedules for Banner and related applications.
- Communicate to stakeholders regarding Banner direction, benefits, and migration path.
- Support cross-BFO (Banner Functional Offices) project requirements and status information exchange.
- Resolve inter-unit scheduling conflicts such as approving modifications to schedules to ensure that Banner upgrades or installations are performed without conflicting results.
- Assess periodically the developed approval guidelines and criteria for prioritizing projects not requiring PGC approval and routine requests and modify as needed.
- Assess periodically the effectiveness of the processes and procedures for reviewing and assigning priority to enterprise-wide requests for additions, enhancements, and changes to central administrative information systems and modify as needed.
- Assess periodically the requirements of upgrade and enhancement policy for migrating changes into production and modify as needed.

Organization Structure: The committee will have a chair, vice chair and recording secretary. The Database Application Services Director will serve as chair while the vice chair and recording secretary will be elected annually by the PEC for terms of one year. The vice chair and recording secretary will belong to functional areas and the vice chair will represent the PEC at PGC meetings.

Sub-committees will be created when necessary by the PEC. The chair will ask for volunteers and will appoint a chair of the sub-committee. The sub-committee will share any findings with the full committee members to form a decision.

Procedural Rules:

- The PEC will set its own schedule for meeting times and frequency (usually on a monthly basis).
- Sub-committee working meetings will be arranged by the chair of the sub-committee.
- The chair will create an agenda for the meetings and distribute at least one business day prior to the meeting.
- Each member of the PEC has one vote when deciding items.
- The PEC bylaws will provide specific rules of conduct for the PEC.

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Critical Success Factors:

The following factors will need to be in place so that the PEC can perform its duties and be successful:

- Adequate empowerment by the IT Portfolio Governance Council;
- Well established policies and procedures; and,
- Commitment of PEC members to attend meetings and follow through in a timely manner with any action items assigned at meetings.

The composition of the PEC membership will include members from the BFO and ITU who have the following characteristics:

- Willingness to change Mason current business practices when necessary;
- Willingness to see other people's point of view and understand the needs of other units;
- Willingness to attend all meetings, or send a representative that has the authority to act for the member, and complete tasks that they have committed to on time;
- Authority to commit the resources of the units they represent, as appropriate;
- Ability to understand the technological cost information supplied by the ITU;
- Working knowledge of the functional office(s) they represent; and,
- Commitment to communicate the work of the group in a positive manner.

Membership:

Composition: The IT Portfolio Governance Council should ensure that the PEC has a balanced and equitable representation of members across the BFO and ITU stakeholders. The membership of the committee should encompass the following representation:

- BFO and ITU members will actively participate in the meetings and will hold the majority voting/decision rights.
- ITU members will provide insight on core resource allocation on projects and advise on the ability to complete projects within timeframes established by PEC.
- PMO Committee member will be necessary to ensure communication between the governance bodies. The PMO member will provide information but will have no voting or decision making rights.
- Internal Audit and Management Services Department will be represented on the committee but will have no voting or decision making rights.

Term: All members will serve on the PEC at the pleasure of the IT Portfolio Governance Council.