George Mason University
Portfolio Governance Council (PGC) Charter
For Banner Support and Governance

Purpose: The Portfolio Governance Council (PGC) for Banner Support and Governance is being created to provide guidance and oversight responsibility for the implementation and adoption of the Banner Suite and related administrative applications. The PGC will define IT-related decision-making authority and accountability, track performance and effectiveness of decisions, and periodically review and evaluate the processes and criteria for all Banner and related administrative application support.

Roles and Responsibilities: The specific duties of the Portfolio Governance Council will include the following:

- Establish a vision and goals for administrative applications that support functional offices;
- Approve the framework and thresholds for administrative applications service requests and prioritization;
- Approve new projects and resource commitments forwarded by the Portfolio Evaluation Committee (PEC) that are above set thresholds.
- Coordinate preparation of requests for incremental resource/funding requiring approval by executive leadership;
- Resolve conflicts, disagreements, and impasses arising from the PEC;
- Grant and/or deny waivers from above set thresholds;
- Assess periodically the procedures recommended by the PEC for Banner modifications (“mods”), the selection and implementation of third party products, external sourcing of projects, and other processes as identified by the PGC;
- Appoint members to the BFO Portfolio Evaluation Committee;
- Approve charters and bylaws of the BFO Portfolio Evaluation Committee, Architecture and Standards Committee, and any other committees that are established to help coordinate the Banner suite and related administrative applications; and,
- Approve the PMO Charter for Banner Support and Governance.

Organization Structure: The committee will be chaired by the Executive Director of TSD; a vice chair will be elected annually by the PGC for terms of one year. The chair or vice chair will provide administrative support, including the duties of a recording secretary.

Sub-committees will be created when necessary by the PGC. 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 PGC will set its own schedule for meeting times and frequency;
- 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 PGC will represent one vote when deciding items; and,
- The PGC bylaws will provide specific rules of conduct for the PGC.
Critical Success Factors:

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

- Adequate empowerment by executive leadership and sponsors;
- Well established policies and procedures; and,
- Commitment of PGC members to attend meetings and follow through in a timely period with any action items assigned at meetings.

The composition of the PGC 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;
- Commitment to communicate the work of the group in a positive manner.

Membership:

Composition: The executive sponsors should ensure that the PGC 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 members will actively participate in the meetings and hold the majority voting/decision rights.
- ITU members will actively participate in the meetings, provide insight on core resource allocation on projects and advise on the ability to complete projects within timeframes established by the PGC. ITU will have voting and decision making rights.
- The Chair of the PEC will be a PGC member with voting and decision making rights. The PEC Chair will work to ensure effective communication between the governance bodies. The PEC Chair will provide information and recommendations from the PEC.
- 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 PGC at the pleasure of the committee’s executive sponsors. The executive sponsors will appoint the members of the committee.