

George Mason University Project Coordination Sub-Committee Charter

Purpose: The Project Coordination Sub-Committee (PCS) is being created to provide a regular mechanism for communication and coordination among Banner functional offices, the Information Technology Unit, and other stakeholders in the university community in the management of the Banner suite of systems and other ITU projects which impact Banner or functional operations.

Roles and Responsibilities:

- Review the Banner suite implementation and upgrade calendars, point releases, and patches and approve implementation/upgrade dates while resolving scheduling conflicts between units. Keep the PEC apprised of decisions so the PEC can take dates into consideration when making prioritization decisions. PCS may refer decisions on prioritization and scheduling to the PEC for large efforts (like a new release of Banner).
- Review and approve database refreshes.
- Communicate to stakeholders regarding planned changes and solicit user feedback as necessary.
- Exchange cross-unit operation and scheduling information.
- Review, test, and approve changes in operations, rules, and validation tables which may have an impact on other Banner suite users. Review and approve cross-functional data standards to ensure data quality and integrity.
- Review and approve changes in Banner suite security processes and policies.
- Coordinate user testing.
- Track and communicate critical issues discovered during testing.
- Assess how other ITU projects impact Banner and aid in communication of outcomes.
- Participants may use the meeting as a forum to discuss Banner and non-Banner production problems or raise issues about any production service provided by ITU. As needed the chair will request that ITU representatives at the meeting report issues to the appropriate group in ITU and, as needed, request that representatives from ITU groups that do not normally attend the PCS come to the meeting to address issues.

Organization Structure: The PCS will be appointed by the Portfolio Evaluation Committee and will serve at the pleasure of the PEC. The PCS will elect its chair from members belonging to the functional areas or from Database Application Services (DAS) every six months by simple majority vote. Working groups will be created when necessary. The chair will ask for volunteers and will appoint a lead for the working group. The working group will report its findings to the full sub-committee. The chair of the PCS will report on its activities to the PEC at its regularly scheduled meetings.

Procedural Rules:

- The PCS will meet weekly.
- The chair will create an agenda for the meetings and distribute it at least one business day prior to the meeting.
- The chair will ensure that minutes of the meeting are taken and posted to the current designated electronic repository and inform the PEC of the activities of the PCS at its regular meetings.
- Issues that cannot be resolved by the PCS will be escalated to the PEC.

Critical Success Factors:

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

- Adequate empowerment by the Portfolio Governance Council and the Portfolio Evaluation Committee.
- Commitment of members to attend meetings and follow through in a timely manner with any action items assigned at meetings.

Membership:

At least one representative from the following Banner Functional Offices and the ITU will be asked to serve on the PCS. Representatives may select alternates to attend meetings in their absence.

Admissions
Budget and Planning
Financial Aid
Fiscal Services
HR/Payroll
Institutional Research
TSD Database Application Services
ITU Support Center
ITU Project Management Office
Registrar
Student Fiscal Services
TSD Client Relations Office
Office of Sponsored Programs (OSP)
Other stakeholders as identified by the PEC