# Joint Project Manager Committee (JPMC) Charter

| Team Name & Type       | Joint Project Manager Committee  
|------------------------|-----------------------------------
| Type                   | Project coordinating team        |
| **Authorizing Agent**  | Darrell Bazzell, Vice Chancellor for Administration |
| **Establishment Date** | July 1, 2006                      |
| **End Date**           | June 30, 2007                     |

## Purpose/Vision

Achieve cross-project coordination, collaboration, alignment, change management, issue identification and resolution, information sharing and best practices as related to UW Strategic Administrative Projects (SAPs). SAPs do not represent all projects in progress but only those projects which have impact on or interaction with another SAP.

## Scope of Authority

- Advisory to Joint Project Steering Committee (JPSC)
- Advisory to Administrative Council
- Empowered to make decisions related to Strategic Interoperability Points (SIPs) and Cross Decision Points (CPDs).
- If decisions related to SIPs and CPDs cannot be determined, advise JPSC of recommended options.

## Principles

The JPMC:
- Provides an open, constructive forum for communicating, sharing issues and expertise, resolving issues, fostering collaboration, and coordinating touch points as related to Strategic Administrative Projects (SAPs).
- Anticipates issues rather than reacting to problems with SAPs.
- Focuses on SAPs as a portfolio of projects rather than individual projects.
- Focuses on solutions that result in the best balance and value to the university across the portfolio of projects.

## Goals/Deliverables

- Create a consolidated high-level schedule of Strategic Administrative Projects noting the Strategic Interoperability Points (SIPs) and Cross Project Decisions (CPDs).
- Identify and manage SIPs as projects with an identified project manager, team, and plan.
- Identify CPDs. Decisions regarding CPDs will be addressed and documented using a defined methodology.
- Identify risks associated with Strategic Administrative Projects, particularly risks within the high-level timeline, the SIPs, and CPDs.
- Identify and balance the allocation of resources across projects.
- Create common tools and templates for project documentation and project reporting. Create consistent approaches to internal project communication as well as communication with the broader user community.
- Synchronize project terminology across campus.
- Identify common tools for issue tracking.

## Operating Procedures

- JPMC will meet bi-weekly, Mondays, 1:30-3:00.
- JPMC communicates via jpmc@lists.wisc.edu.
- Agendas, and meeting decisions and action items are posted to My WebSpace in the Joint Project Documentation group directory. The My WebSpace directory is available to all JPMC members, the Joint Project Steering Committee, and the Administrative Council.
- Project documentation related to the SAPs is available on My WebSpace.
- SIPs will be defined and documented as projects using the SIP Project Charter Template (included in the Project Management Approach document). Documentation will be available on My WebSpace.
- CPD processes and documentation will be available on My WebSpace.
Structure/Organization

Stakeholders

- Joint Project Steering Committee
- Administrative Council
- Strategic Administrative Project Managers & Teams
- Administrative units and staff
- Faculty, students, staff
- UW System Administration

Executive sponsor
Darrell Bazzell, Vice Chancellor for Administration

Co-chairs
George Watson, UW-Madison, QIQ
Lorie Docken, UWSA

Team Membership & Roles

<table>
<thead>
<tr>
<th>Team Member</th>
<th>Role</th>
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</thead>
<tbody>
<tr>
<td>Elise Barho, DoIT</td>
<td>Grants Technical Project Manager, Effort Reporting</td>
</tr>
<tr>
<td>Dwan Schuck, UW System Administration</td>
<td>Director, UWSA SFS Operations</td>
</tr>
<tr>
<td>Steve Carrola</td>
<td>Procurement</td>
</tr>
<tr>
<td>Todd Friske</td>
<td>Procurement, ATS, LAST</td>
</tr>
<tr>
<td>Terri Gill</td>
<td>ATS</td>
</tr>
<tr>
<td>Ruth Fruehling</td>
<td>Effort Reporting</td>
</tr>
<tr>
<td>Chip Quade</td>
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<tr>
<td>Mark Sweet</td>
<td>Grants</td>
</tr>
<tr>
<td>Jason Moebius</td>
<td>Grants</td>
</tr>
<tr>
<td>Hua Ramer</td>
<td>LAST</td>
</tr>
<tr>
<td>Katie Chase</td>
<td>SFS</td>
</tr>
<tr>
<td>Tina Parman</td>
<td>SFS (UWSA SFS operations)</td>
</tr>
<tr>
<td>Carol Block</td>
<td>DoIT Fin Applications</td>
</tr>
<tr>
<td>Yvette Delvoye</td>
<td>Procurement, ATS</td>
</tr>
<tr>
<td>Barbie Stimpson</td>
<td>DoIT</td>
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<tr>
<td>Janet Eubanks</td>
<td>DoIT</td>
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Roles:
Each member represents the project indicated and fulfills the following roles on behalf of that project:
- Expert in administrative systems and project management
- Leaders of specific projects, project teams, and SIPs.
- Expert in the identification of cross project decisions and in the development of options and recommendations.
- Advisory to the Joint Project Steering Committee.
- Decision-making role for SIPs and CPDs when possible. If the team is unable or unwilling to make a decision, the team will advise the Joint Project Steering committee regarding recommended options.

Organizational Structure
See attached Administrative Projects Structure diagram and Strategic Administrative Projects – Project Management Approach.

Decision-Making

Process
Guidelines for Cross Project Decisions (CPDs):
- All key parties, Strategic Administrative Projects or Organizations, impacted by the decision must be part of the decision making process
- Decisions should be objective
- Decisions should be made effectively
- Decisions should be made in a timely manner
- Decisions should be made on the facts and agreed upon assumptions
- Decisions and the decision making process should be documented using the
Techniques and templates as described in the Project Management Approach document.

If the team is unable or unwilling to make a decision following the guidelines, then the team will develop and document recommended options for consideration by the Joint Project Steering Committee. For example, it is understood that some decisions may have implications for budget, staff resources, project critical path, or UW System that cannot be necessarily decided by JPMC. Under these circumstances, recommended options will be forwarded to the Joint Project Steering Committee.

**Tools**

There are numerous tools and techniques available to make decisions. The tool or technique chosen for a particular decision depends on many factors e.g. the complexity of the decision, the available options for a decision, etc. It is the responsibility of the team tasked with making the decision to determine the decision-making approach. The decision-making approach and the decision-making team’s rationale for embracing the choice must be documented.

For complex decisions it is highly recommended that the decision-making team employ a rigorous and well structured approach. Specifically, for complex decisions the decision-making teams are encouraged to capture and document the requirements independent of a solution. In addition, the decision-making teams should compare the various options available to solve a decision using the structured approach provided by a decision matrix.

**Communication**

A minimum set of documentation is required for Cross Project Decisions. The Cross Project Decision Document, which consists of five sections:

- Section I – General Decision Information
- Section II – Requirements
- Section III – Decision Matrix
- Section IV – Option Details
- Section V - Team Recommendation

The decision-making teams must minimally complete Sections I, IV, and V for all Cross Project Decisions. The teams are strongly encouraged to use Sections II and III for more complex decisions.

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### Glossary

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<tr>
<th>Term</th>
<th>Definition</th>
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<td>AC</td>
<td>Administrative Council</td>
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<td>ATS</td>
<td>Automated Travel System</td>
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<td>CPD</td>
<td>Cross Project Decisions</td>
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<td>DoIT</td>
<td>Division of Information Technology</td>
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<td>JPSC</td>
<td>Joint Project Steering Committee</td>
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<td>LAST</td>
<td>Legacy Accounting to SFS Transition project</td>
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<td>OQI</td>
<td>Office of Quality Improvement</td>
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<td>SFS</td>
<td>Shared Financial System</td>
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<td>SIP</td>
<td>Strategic Interoperability Points</td>
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<td>UWSA</td>
<td>University of Wisconsin System Administration</td>
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### Change Log

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<th>Date</th>
<th>Author(s)</th>
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<td>August 2, 2006</td>
<td>Lorie Docken</td>
<td>Initial draft for comment on format</td>
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<tr>
<td>Version 1.1</td>
<td>August 14, 2006</td>
<td>Lorie Docken</td>
<td>Revised draft for comment</td>
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<td>August 24, 2006</td>
<td>Lorie Docken</td>
<td>Revised based on comments from JPMC</td>
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Approval Signatures

Authorizing Agent

___________________________________________________________                __________________________
(Signature)       (Date)
Name
Position
Organization

Sponsor

___________________________________________________________                __________________________
(Signature)       (Date)
Name
Position
Organization

Chairperson

___________________________________________________________                __________________________
(Signature)       (Date)
Name
Position
Organization