

Information Management Core Band Charter

Name: Information Management Group Leads

Last Revised: 12/13/07

Purpose: Accountable to provide leadership and resources in order to deliver a fully documented national system to collect, compile, report, and distribute FIA data, which will promote standardization and consistency.

Guiding Principles: The Information Management Band will follow these guiding principles during the development of products:

1. Introduce more rigorous and formal processes for FIA systems development efforts.
2. Move towards an integrated national production system and development effort.

Products:

- PDR program
- Compilation system
- Data Distribution tools
- Documentation
- Appropriate QA of all products
- Decision on Change Proposals

Structure:

Chartering Authority: FIA Core Team (PMs)

Membership: Regional IM Group Leads, National IM Coordinator, and Program Manager.

Roles:

Team Leader – One of the IM group leaders, rotating position – 2 Year initial term, 1 year term thereafter

Recorder - Chosen from the team to take notes to share with the team and for distribution as needed. This position will rotate among team members. Will review priority list, active task list, and action item list from previous meetings.

Team Members – Represent their RWU's. [Think regionally, act nationally]

Liaison – PM from the same unit the Band Leader is from.

Decision Methodology:

Decisions will be made by **consensus**, meaning that all members support the decision. In the event a voting member can't be available, they will transfer their voting rights to another team member, or provide an acting with voting rights.

Ground Rules:

All members are equals.
Hierarchical structure and relationships are removed.
All are stewards of the whole.
We shall show mutual respect and honesty.
What we agree is confidential, stays confidential.
There is no retribution for following these rules.
Everyone is responsible for enforcing the ground rules.
Members can ask for an extension on a decision in to gather more information or input from other colleagues.
We commit to have good, open communication within and between Bands.

Resource Requirements:

Ability to tap other individuals within FIA as needed.
Need to work with Barbara Conkling to create/update documentation.
Need to have Phyllis Adams engaged in order to perform appropriate QA as stated under Products.
Time for various conference calls, time and money to attend meetings

Duration/Time Constraints:

All products are to be delivered within a mutually (PM and IM Group Leads) agreed upon timeframe. Timelines reviewed periodically and adjusted for unforeseen circumstances. Develop an Annual Plan of Work.
We will meet every other week for conference calls and more frequently if needed.

Communications/Reporting:

Internal Communications:

Keep and distribute Team minutes. Post notes to Teamroom.

External Communications:

Monthly meeting with PM, Band Lead, National IM Coordinator.

Reporting:

Progress and final products will be communicated/delivered to the PMs as appropriate.

Success Measures/Evaluation:

Deliver a high quality product on time that meets or exceeds the expectations for this team.