

ENTERPRISE LEARNING MANAGEMENT SYSTEM ADVISORY COUNCIL CHARTER

PURPOSE

The Advisory Council was formed to oversee the management of the E-LMS. The Advisory Council acts as a primary forum for issue identification and resolution, decision making, policy guidance, and process improvements for the E-LMS. The council will provide guidance on change management, user authority levels, system enhancements, cost sharing models for future system growth, and other product management oversight issues and subjects.

ROLES AND RESPONSIBILITIES

Membership requires a commitment of approximately 4-6 hours per month for meetings and follow-up work. Members are expected to attend all scheduled meetings or provide a substitute to attend on the members behalf. They are expected to be prompt in meeting deadlines for assignments and/or follow-up work. They are expected to bring up items and engage in substantive discussions during the meetings.

Key roles and responsibilities include:

- Provide overall leadership and policy guidance for the E-LMS.
- Advise the Project Sponsor, Business Owner, and Project Manager on key strategic decisions involving the E-LMS initiative.
- Ensure that decision making is integrated and that it does not adversely impact one state agency over others.
- Ensure that overall direction and guidance from the Advisory Council is incorporated into each agency's training and development business practices and that the Advisory Council is kept informed on relevant decisions/actions to be taken.
- Understand that each member individual operates within the structure of his or her own agency assignment. Individual members should respect the reporting requirements in his or her agencies and ensure that concepts and proposal are shared appropriately for feedback.

KEY DELIVERABLES

Some key strategic decisions include, but are not limited to, the following deliverables:

1. Review and approve the change management process.
2. Review and approve a process for selecting which agencies will launch in what phases of the project.
3. Review the required agency preparedness documentation and recommend to the core project team the agencies readiness for launching.
4. Review and approve a process for agencies to request system enhancements or modifications.
5. Review and approve a cost sharing model for system growth and enhancement.
6. Review and recommend statewide policies and procedures related to the E-LMS.

PROCEDURES

Council Meetings

During the implementation of the E-LMS the council will meet monthly. Reminders and an agenda will be emailed to council members.

After the E-LMS is implemented statewide the council will meet quarterly to review ongoing strategic issues.

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Leadership

The Chair for the council will be the DAS, HRSD, Statewide Training, Development, and Recruitment Services Manager. The Chair will be responsible for the development of an agenda and facilitating meeting discussions.

Guidelines for Communications

Meeting notes will be published on the project work space. A decision log is used to memorialize decisions. A log will be used to track issues, action items, and decisions made. The log items are reviewed at the beginning of each meeting.

Resolution of an issue may need to be communicated to all agency stakeholders. The council will determine who should receive the communication and the form it should take at the time the issue is resolved by the council.

Making Decisions and Recommendations

The Advisory Council conducts its business from the perspective of what's best for the overall good of the state of Oregon. To ensure an appropriate level of discussion and professional interaction, members must be willing to listen to the opinions and views of others and make decisions that are in the best interest of the State. This requires collaboration and, on occasion, compromise from team members. There is an ongoing expectation that all members will be supportive of decisions made by the Advisory Council.

If consensus cannot be reached the decision will be made by the Statewide Training, Development, and Recruitment Services Manager. In situations where consensus cannot be reached, and the issue is outside the delegated authority of the Statewide Training, Development, and Recruitment Services Manager, majority and minority opinions can be presented to the DAS, HRSD Administrator for resolution.

Membership

Membership on the E-LMS Advisory Council will be limited to agency representatives who have decision-making and budget authorization authority related to the E-LMS, with the approval of each agency's administrative structure.