

Adopted

Statewide Project Leader Leadership Team Operating Guidelines

Authority:

This is an advisory committee. Decisions appropriate for Project Leaders can be made by this committee. Decisions outside of Project Leader authority shall be raised to the appropriate decision-making venue.

Purpose & Need:

The purpose of the Statewide Project Leadership Team is to:

- Recommend and provide or promote professional training, mentoring, and development programs specific to Project Leaders within the organization.
- Provide a networking forum for communication, discussion, and problem solving for Project Leaders statewide.
- Recommend policies/procedures/decisions.
- Develop and share tools, techniques, best practices, guides.
- Recommend or support process controls for statewide consistency.

Membership & Terms:

Membership

The committee is comprised of a Project Leader representative from each Region, a liaison from the Office of Project Delivery (OPD), and an Area Manager Sponsor.

Terms

Members will normally serve on the committee for a term of two years. Regions 2 and 4 will rotate members in January of even number years. Regions 1, 3 and 5 will rotate new members in January of odd number years. Regions may choose to reelect representatives.

The Chair of the Leadership Team will be elected by its members and will serve a one year term from July to June. Chairs who are selected in the second half of their two year term will remain Chair for the full year and a new Region Member will be elected to serve the new term as representative for that Region. The Chair will continue the duties of Chair through the remaining months of the Chair term.

Desired Attributes & Representative Expectations:

Members of the Leadership Team and subcommittees should demonstrate the following characteristics and attributes:

- Leadership abilities; Lead by example
- Passion and commitment to Project Leader profession
- Open mind to change and advice from others
- Ability to think outside the box
- Impartiality; ability to set aside own agenda/biases
- Approachability

- Inclusiveness; ability to consider and represent all views
- Excellent communication skills; ability to articulate at all levels of organization and be heard

Selection Process

Members

In early October, a recruiting announcement will be sent by OPD to the Region(s) with upcoming vacancies to solicit interest. Interested PL's will need to obtain their Area Manager's approval prior to responding. PL's will be given a maximum of 2 weeks to respond. Responses will be collected by the OPD liaison who will forward the responses and criteria to the respective region management for final selection or delegation of selection.

NOTE: Unanticipated mid-term vacancies will be filled using the same selection process as above.

Chair

The Chair will be elected by the leadership team members in May for term beginning July 1.

OPD Liaison

OPD Liaison(s) are appointed by the Statewide Project Delivery Manager and serve in a non-voting advocator capacity.

Area Manager Sponsor

The Area Manager Sponsor will be appointed by the State-wide Project Delivery Area Management Team and serve in a non-voting advocator capacity.

Roles & Responsibilities:

The Leadership Team is responsible for:

- Developing and accomplishing an annual work plan.
- Establishing and managing sub-teams.
- Providing consistent, regular communication to and from all Project Leaders in their Region
- Soliciting and coordinating input and feedback from all Project Leaders in their region and representing all view points to the Leadership Team
- Elevating issues and recommendations to appropriate authority (PDLT, AM's, etc.)
- Promoting training, mentoring, and development programs
- Members are expected to participate in each meeting. On occasions when a member must miss a meeting, that member is expected to notify the Chair in advance and contact the Chair soon after the meeting to obtain highlights and whenever possible designate another region Project leader to attend in their place

The Chair is responsible for:

- Scheduling and conducting monthly meetings

- Prepare and distribute agenda and meeting notes to all Project Leaders prior to and after meetings are held in a timely manner
- Representing the PL Leadership Team at Project Delivery meetings as needed
- Serving as the initial point of contact for coordinating requests relating to Project Leaders

OPD Liaison(s) and the Area Manager Sponsor are responsible for communicating information through to appropriate levels of OPD, Area Manager Team, and PDLT as directed by the Leadership Team

Operating Principles:

- Meetings: Full State-wide Project Leader Forums will be held quarterly. Leadership Team will meet monthly, usually via teleconference. When the opportunity arises, the team may choose to meet in person.
- Assignments: Members can anticipate individual and/or sub-team work to prepare for meetings, research issues, review information and make recommendations/proposals.
- Decisions: The decision-making process will be achieved by consensus. Only the project leaders hold consensus reaching rights. Opinions by any others will always be welcomed and considered.