



# Human Resource Information System (HRIS) HRIS Project Steering Committee Charter

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## Group Purpose

The primary purpose of the Human Resource Information System (HRIS) Steering Committee is to lead and support the successful completion of the implementation of a State-wide HRIS. The Steering Committee will assist the sponsors in making key strategic decisions and resolve any issues that impact the representatives' organizational policies.

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## Charter Authority & Anticipated Duration

The HRIS project is sponsored by the Enterprise Leadership Team (ELT) and the Improving Government Steering Committee (IGSC), the implementing sub-committee of ELT. The Steering Committee is authorized to lead and support the project within the scope set/approved by the ELT and IGSC. Funding for the project is anticipated in the 2015 Legislative session. Bond financing will be used.

The Steering Committee will disband only when the project goal of implementing a State-wide modern HRIS system is achieved.

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## Membership

**Members:**

The make-up of the HRIS Steering Committee membership will include a combination of agency leadership, HR professionals, and potential HRIS end-users:

- ELT Sponsor
- DAS Sponsor
- State CIO
- Agency Directors, Deputy Directors, and COOs
- HR Directors
- Budget Directors
- Program Manager
- DAS Enterprise HR Services Administrator
- DAS Deputy CFO
- Deputy Legislative Fiscal Officer

The project sponsors and project manager will oversee any member changes

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## Responsibilities & Expectations

***The Steering Committee will be expected to carry out the following specific responsibilities and duties:***

- Advise the project sponsors and project manager.
  - Ensure the timely and effective cooperation of their staff, departments and other operating units.
  - Actively help to remove obstacles and solve problems that are beyond the control of the Sponsors or Project Manager.
  - Provide information, answer questions and engage in outreach to agencies not represented on the Steering Committee.
  - Identify any conflicts between organizational policies, standards, or relevant external requirements, and HRIS project objectives.
  - Identify business practices that may adversely impact the project's ability to successfully meet its objectives.
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- Propose methods, take action and assign additional resources to resolve any conflicts between organizational policies or relevant external requirements, and HRIS project objectives.
- Approve or propose changes to the primary objectives, scope, budget or milestone dates.

### ***Individual Roles and Responsibilities:***

- Members will come to meetings having reviewed materials in advance, prepared to dialogue and try to resolve any outstanding issues to make as much forward progress as possible.
- Members will be empowered to make commitments for their agency, and will be expected to deliver on those commitments or identify issues before commitment dates pass.
- Members will call on the sponsors to elevate issues to the IGSC or ELT when they cannot be resolved by this committee.

### **Decision Making Authority & Issue Escalation**

The committee will agree from the outset what the decision making authority is on each issue--before specific work is started--at the minimum, identifying the level of decision making that is needed:

- a. Collaboration – Representatives will work together and jointly agree on best approach. Implementation will be decided collectively by the Committee.
- b. Consultation – The decision making authority resides with the project sponsors and the representatives that are directly affected by the decision. Final decision will be communicated back to the rest of the Committee and implementation will be done by the affected representatives.
- c. Authoritative – ELT or IGSC is going to decide on best approach, decision will be shared with committee, maybe after the fact. Individual agencies or committee will help with implementation.

Overall, the Committee will work collaboratively to come to agreement on decisions. Conversation and communication is encouraged to settle issues of competing priorities and, if needed, raised to the IGSC or ELT if they cannot be resolved by the committee.

### **Convening Information**

The group meets once a month for an hour. The actual date and time will be determined by the project sponsors and project manager. Meeting agendas and materials are distributed in advance of meetings.

### **Signatures**



# Human Resource Information System (HRIS) HRIS Project Steering Committee Charter

Kim Brockamp

Ann Sumpton

Ann Kay Ball

Ruby Wise

Jenica Bates

[Signature]

Maddyn Eke

Kim Dettlyer

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## Amendments to Charter

Version #	Short Description	Date Amended
0.5	Original Draft Version	04/23/2015
0.8	Revised Draft Version	05/26/2015
1.0	Committee Approved Version	

