



## Change Advisory Board Charter

Version 1.3 • 31 Aug 2013

### INTENT:

The intent of the Change Advisory Board Charter (Charter) is to establish a common understanding of the function, roles, and responsibilities of the Change Advisory Board. Adoption of the Charter indicates agreement with the purpose and content as described herein. Each Change Advisory Board member agrees to rely on the Charter as the basis for determining and fulfilling all actions executed on behalf of the Change Advisory Board.

Adopted by the Change Advisory Board on February 27, 2013



# Version History

The CAB Charter is available at

<http://www2.dir.state.tx.us/management/projectdelivery/projectframework/Pages/ChangeAdvisory.aspx>.

Release Date	Version	Description
31 Aug 2013	1.3	Updated CAB session dates.
27-Apr-2010	1.2	Updated CAB membership information to specify the Information Technology Council for Higher Education (ITCHE) identifies two members to represent higher education institutions.
2-Mar-2009	1.1	Updated CAB cycle dates as recommended by DIR Publications Team.
20-Apr-2007	1.0	Adopted Change Advisory Board Charter.

## Background

The 79th Texas Legislature (2005) adopted House Bill 1516, which requires use of the Texas Project Delivery Framework (Framework).<sup>1</sup> Effective September 1, 2005, state agencies and higher education institutions (collectively referred to as agencies) were required to use the Framework for delivery of all major information resources projects. The Texas Department of Information Resources (DIR), in collaboration with agencies, the Legislative Budget Board (LBB), Quality Assurance Team (QAT), and other stakeholders, developed and published an initial Framework baseline.

DIR continuously seeks to identify and deliver Framework enhancements. As part of continuous process improvement, effective implementation of a change advisory process is necessary to ensure the Framework meets the business needs of agencies.

## Purpose

The primary purpose of the Change Advisory Board (CAB) is to identify and review proposed changes to the Framework, and to advise DIR on implementation of those changes. CAB is one mechanism for introducing and implementing proposed changes. DIR may also implement proposed changes based on external factors such as legislative commitments, and will communicate those changes to CAB members.

When recommending actions to enhance the Framework, the CAB will first seek solutions that will encourage and promote effective use by the majority of agencies, and that will align with current industry project delivery standards and practices. Examples include Institute of Electrical and Electronics Engineers (IEEE) and the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK).

The CAB fulfills its purpose primarily by executing the following strategies:

- implement a standard, repeatable, predictable, and transparent Framework change advisory process
- remain focused on statewide business needs based on and in relation to individual agency business needs
- place greater emphasis and priority on required aspects of the Framework
- act in accordance with legislative direction as stipulated in statute

## Organization

### CAB Representation

CAB comprises nine representatives from specific domains of expertise, higher education institutions, small state agencies, medium-size agencies, and large-size agencies. Two

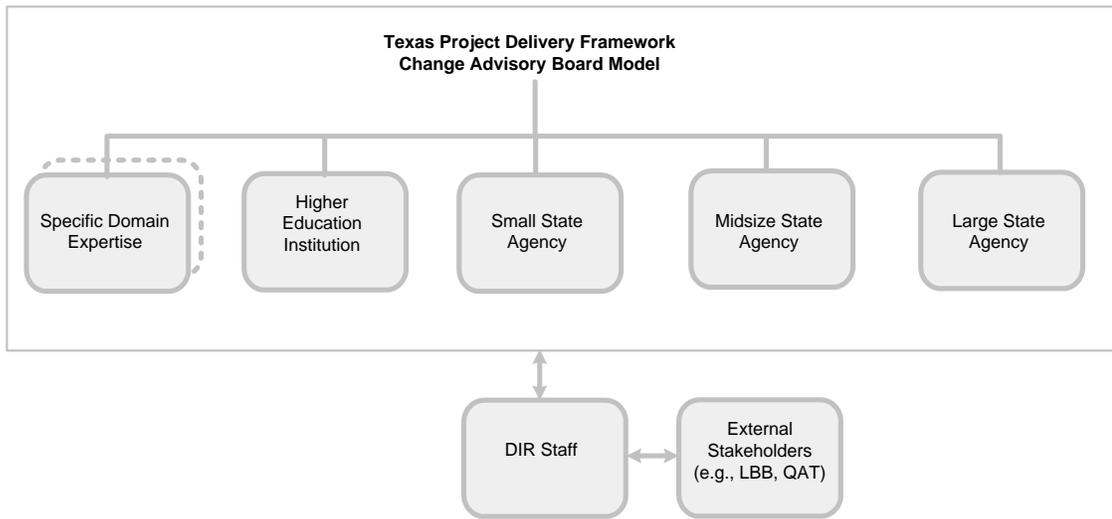
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<sup>1</sup> Texas Government Code § 2054.301–307.

representatives are from higher education institutions. Based on statewide business needs, one or more members as domain experts are included. Domain experts represent particular disciplines that influence project delivery such as procurement and contracting or systems development. One or more members may represent specific domains of expertise. DIR is not a CAB member.

CAB members interface with external stakeholders through communication and coordination with DIR staff. External stakeholders include the LBB, State Auditor’s Office (SAO), Contract Advisory Team (CAT), QAT, and others that influence implementation and execution of the Framework. The following graphic depicts the model for CAB representation.

**Members**



DIR uses the agency classification and size system published by the State Classification Office (SCO) within SAO to identify, classify, and select agencies for CAB representation. Refer to <http://sao.hr.state.tx.us/Systems/agencysizesystem.html> for further information. DIR seeks to balance CAB representation based on agency size and Framework experience in areas such as contracting, project management, risk management, various types of technology projects, and quality management.

DIR selects, on a rotating basis if too many agencies seek membership, which agencies will participate on the CAB. An agency participating on the CAB may continue during a subsequent year if no other agency seeks membership. DIR selects agencies based on overall use of the Framework, participation in focus groups during Framework development/revisions, amount and nature of feedback on the Framework, and other related factors.

How each agency represented identifies its member remains at the discretion of the agency. The Information Technology Council for Higher Education (ITCHE) identifies the two members that represent higher education institutions. At a minimum, each member must possess extensive knowledge of the Framework and current industry project delivery standards and practices, and recognize the importance of recommending solutions that meet the needs of the entire state.

Each member must possess technology subject matter expertise with project management experience within the context of state government.

If a CAB member is unable to participate, that CAB member, or the member's agency, must designate another individual with equivalent skills to fulfill the roles and responsibilities as stated in this Charter.

### **DIR Staff**

DIR collects, implements, and tracks all proposed changes, regardless of how a change is initiated. DIR provides a facilitator to help ensure continuous focus on fulfilling CAB responsibilities and provides administrative support to help ensure CAB responsibilities are fulfilled efficiently and with minimal administrative impact on CAB members.

## **Roles and Responsibilities**

CAB members fulfill their role and responsibilities for an entire CAB cycle, which is a one-year term. A CAB cycle is initiated in first quarter and concludes in the fourth quarter of each calendar year. A CAB cycle involves specific steps that are initiated by CAB members or DIR. Each CAB cycle includes two CAB sessions.

### **CAB Cycle Per Calendar Year**

The CAB has two regularly scheduled meetings each calendar year. Major updates (releases) to the Framework are also performed twice a year. There may be other workgroups that discuss specific change requests and these workgroups are scheduled on an as-needed basis.

Dates for CAB meetings and Framework publication releases are subject to change.

The regular annual schedule for CAB meetings and Framework releases are as follows:

- CAB Session One: February
- Framework Release: August
- CAB Session Two: September
- Framework Release: January

### **General CAB Process**

1. DIR identifies and selects CAB members when necessary.
2. DIR Initiates CAB Session.
3. CAB identifies, reviews, classifies, and prioritizes change requests.
4. DIR evaluates and allocates resources based on CAB recommendations
5. DIR consults CAB on DIR evaluation results when necessary.
6. DIR forwards revisions to CAB for final review.
7. DIR publishes changes.

### **CAB Functional Responsibilities**

In general, functional responsibilities for each CAB member include:

- Serve a one-year term, which represents a full CAB cycle
- Identify, review, classify, and prioritize change requests, including requests from other agencies not currently participating on the CAB when practical
- Advise DIR on the overall evolution of the Framework
- Maintain awareness of the overall direction, products, and services of the DIR Statewide Project Delivery program
- Maintain awareness of statutes applicable to project delivery

### **CAB Administrative Responsibilities**

In general, administrative responsibilities for each CAB member include:

- Review the Charter and CAB Procedure during initiation of the first CAB session to identify any process improvements
- Attend all CAB meetings
- When requested as agreed upon by the CAB, proactively respond and act upon business that is conducted via email
- Designate an individual with equivalent skills to attend or act upon their behalf when the member cannot participate
- Educate other agencies about role and responsibilities of the CAB as applicable

### **Other Roles and Responsibilities**

Other roles, performed by DIR staff, involve and include:

<b>Role</b>	<b>Responsibility</b>
Implementation Team	<ul style="list-style-type: none"><li>• Implement proposed changes</li><li>• Collect and track proposed changes</li></ul>
Facilitator	<ul style="list-style-type: none"><li>• Schedule and preside over CAB meetings</li><li>• Prepare and forward meeting agendas</li></ul>
Administrative Assistant	<ul style="list-style-type: none"><li>• Coordinate meetings with agencies</li><li>• Prepare and distribute minutes for each CAB meeting</li><li>• Prepare and distribute meeting materials as necessary</li></ul>

### **Meeting Commitment**

Each CAB session may involve one or more meetings as determined by the members and DIR, and scheduled by the facilitator. CAB members may agree to invite other meeting participants (e.g., an external stakeholder) to provide pertinent information that enables them to fulfill their responsibilities.

Meeting agendas will be prepared and provided in advance, along with appropriate meeting materials. Minutes will be prepared for each meeting.