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# LTD Project Management Community Steering Committee Charter

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## Purpose

This document establishes the LTD Project Management Steering Committee (PMSC) and defines the Steering Committee's Charter. General aspects of the Steering Committee's operation are defined herein; however, specific information may be updated as decisions are finalized.

## Mission

The PMSC supports the Employee Development portion of the LTD People Plan. The PMSC exists to create positive venues to provide collaboration, support, and sharing of knowledge and resources to employees managing projects for LTD. The PMSC has responsibility for:

- Identification of a common suite of tools and practices surrounding Project Management in LTD.
- Establishing the LTD Project Management Community of Practice, created to encourage employee engagement and promote knowledge sharing in the area of Project Management.
- Creation and maintenance of the organizational Project Management Center for Expertise (CFEx). The CFEx will provide a repository for common Project Management tools, templates, processes and practices within LTD.

## PMSC Goals

Goals of the LTD Project Management Steering Committee are to:

- Coordinate LTD project management standards and requirements
- Help to decrease the learning curve for new project managers
- Help to increase responsiveness to internal and external customer needs and inquiries
- Help to reduce rework
- Encourage new ideas for products and services
- Promote a collaborative team environment for LTD Project Managers.

## Team Composition

A representative from the Technology and Training Support Services Group will chair the PMSC. The PMSC shall include one member and a back-up from each of the following functional areas:

- [Business Management](#)
- [Business Relations & Site Deployment](#)
- [Employee Development](#)
- [Engineering & Operation Skills & Certifications](#)
- [Leadership Development & Functional Excellence](#)
- [Strategy, Integration & Metrics](#)
- [Technology & Training Support Services](#)

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## **Membership**

A steering committee has been formed and members include:

- Mamie Marshall – Chair (Technology and Training Support Services)
- Jodi Williams – PM CoP Facilitator, Communications Focal
- Cindy Henry – Mentoring and Project Management Professional (PMP) Focal
- Janis Hilt - Project Management Curriculum Focal\*\*(non-voting)

## **Scope**

The LTD Project Management Steering Committee will evaluate and document the requirements and needs of LTD Project Managers in an effort to create an ongoing collaborative Community of Practice.

## **Responsibilities**

This charter establishes the responsibility of the LTD Project Management Steering Committee to address operational issues and processes as they relate to Project Management within the LTD organization, including but not limited to the items listed below:

- Create a Community of Practice
- Create and analyze results from a survey distributed to assess project management needs
- Publish and maintain information via the Center for Expertise (CFEx), which is hosted on the InsideLTD web site.
- Provide guidelines and resources for Project Managers
- Compile a list of contacts and mentors sorted by area of expertise.

## **Operating Procedures and Policies**

### **Meeting Attendance**

Each member of the LTD Project Management Steering Committee shall strive to be in attendance at all regularly scheduled meetings. Members unable to attend should notify the other members to determine any time changes based on needed input for agenda items. A quorum of 3 or more is required. Any team member who misses 3 consecutive meetings without prior notice of unavailability will be asked to step down from the team and will be replaced. Attendance by teleconferencing is acceptable when schedules or other factors make physical attendance difficult or impossible. Members may be called upon to meet outside regularly scheduled meeting times/days in the event of an emergency requiring action that cannot be delayed until the next regular meeting. These emergency meetings may be conducted via teleconferencing.

### **Voting By the Membership**

Each member of the LTD Project Management Steering Committee shall have the equivalent of one (1) vote for the purpose of conducting business. Members may elect to vote in the affirmative, opposed to, or abstain on any issue. Members should strive to reach consensus with regard to each action. However, for the purpose of conducting business, passage of resolutions, policies, and actions shall require affirmative votes by a

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simple majority of the voting members in attendance. Chairmanship of this committee will rotate based on current requirements.

### **Chairpersonship**

The Chair shall be responsible for the following:

- Facilitating the meetings
- Ensuring that members have access to meeting agendas prior to the start of the meetings
- Ensuring that members have access to meeting information, action items and decisions in a timely fashion.

The Chair shall, in the capacity of facilitator, ensure the meetings are conducted in accordance with Boeing Company guidelines and shall rule on the appropriateness of any issues being raised before the Steering Committee.

### **Meetings**

The Steering Committee will determine the meeting frequency and duration as a normal course of action. This decision shall be based on availability of voting members and the amount of business anticipated at such future meetings. The agenda for a given meeting shall be made available no less than 24 hours prior to the start of the meeting.

### **Meeting Protocol**

All Steering Committee members shall attend all meetings. Attendance at initial meetings will be limited to the Steering Committee. Guests may be invited to attend as the result of actions to be taken by the members. In this case, guests will be specifically identified in the meeting agenda. Applicable policies shall apply for non-agenda item discussions.

Upon initiation and commencement of an active “Community of Practice”, this Charter may be amended or a new one drafted for the specific purposes of defining the Community roles and responsibilities.