

Cross-Organizational Review (COrE) Charter for NEACC

Date (Rev.): September 23, 2011

Chairperson:

Co-Chairpersons:

Purpose: The purpose of the COrE (Cross-Organizational Review) meeting is to provide status, review new initiatives and communicate NEACC work priorities. The COrE team acts as a high level, cross-organizational body that reviews inputs of all functionally specific control boards, the NEACC Governance Board, technical roadmaps and EAST. This group is committed to working effectively as a team to ensure smooth entry of new initiatives into the factory and communicating status of active initiatives. This includes review of cross-organizational business, technical and operational priorities (including external and internal strategic roadmap initiatives), identification of where there are cross-LOB/Delivery Area capacity constraints/priority conflicts or I3P dependencies, and providing guidance/seeking resolution of those conflicts and/or escalation, if necessary, following the defined escalation process.

Objective: The primary objective of the COrE meeting is to ensure each Line of Business / Delivery Area is aware of NEACC, EAST and External priorities in relation to the overall product backlog.

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Responsibility: COrE is established to support a set of cross-organizational representatives that assist in the communication of LOB initiative prioritization. The roles and responsibilities for the COrE members are identified below:

- COrE Coordinator
 - a. Participate in all meetings
 - b. Organize all meetings and follow up on all action items to ensure timely completion
 - c. Act as the Point of Contact (POC) between potential presenters and COrE membership
 - d. Organize inputs and prepare COrE agenda/presentation for each meeting
 - e. Capture meeting minutes and action items
 - f. Facilitate initiative review and communication
- COrE Chair/Co-chairs
 - a. Chair/Co-chair all meetings
 - b. Assist with the resolution of disputes between Board members.
 - c. Escalate unresolved disputes to the NEACC Management Team with final authority resting with the NEACC Director.
 - d. Ensure communication of COrE decisions on scope and priorities based on factory capacity to the FCB/CCB/NEACC Governance/Technical Roadmap chairs via COrE team members.
- COrE Members
 - a. Participate in all meetings
 - b. Follow up on action items where appropriate
 - c. Assist the Chair in the decision making process by ensuring available information is current and accurate
 - d. Represent the position of the community he/she represents and seek to have the community's high-priority SRs allocated capacity.
 - e. Review and understand approved change requests (i.e., overall product backlog).
 - f. Review overall priorities
 - g. Ensure communication of COrE meeting results are shared with their respective LOB or Delivery Area team members

Authority: COrE shall evaluate and review the requirements/priorities of the NEACC LOB initiatives and shall work with FCB/CCB/NEACC Governance/Technical stakeholders to incorporate project scope into the overall initiative priority. If there are disagreements that cannot be resolved by COrE, the NEACC Director shall have the final authority in determining the final initiative priority.

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CORE Work Products:

Products to be delivered by CORE will include:

- Cross-Organizational Initiative Priority List
- Meeting Minutes
- Action Items

All CORE work products will be stored on the bReady NEACC Team section, and will be updated bi-weekly.

Meeting Schedule:

The CORE Chair will have complete oversight of the CORE meetings. The CORE team will meet twice a month on the second and fourth Thursday to discuss new initiatives, changes to existing priorities and any obstacles. Minutes and action items of these meetings will be maintained by the CORE Coordinator and posted on the NEACC Team area of bReady.

All changes to CORE initiative priorities will be documented in meeting minutes by the CORE coordinator and in Rally using standard EAST processes.

Team Membership:

CORE is made up of two representatives (one NASA and one EAST) from each LOB, two representatives from each Delivery Area (one NASA and one EAST) and two I3P representatives.

CORE meetings shall be called to order when a quorum is met. For the purposes of this process, a quorum shall be that 60% of the CORE members are present during the meeting. In the event less than 60% of the CORE members are present, the meeting shall be rescheduled.

If there are disagreements that cannot be resolved by CORE members, the NEACC Management team shall review and shall provide input to the NEACC Director, who has final authority on initiative prioritization.

The CORE chair shall provide feedback via the CORE team members to the FCB/CCB/NEACC Governance/Technical Roadmap chairs regarding the final scope and priorities based on factory capacity.

CORE Meeting Focus:

There are two CORE meetings each month. The first meeting of each month will focus on new initiatives and changes to existing priorities (demand). The second meeting of each month will focus on the impacts of any changes communicated in the first monthly meeting (capacity).

Note: APCMS will be utilized to the greatest extent possible to minimize duplicative efforts.

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First Monthly CORE Meeting (Demand Focus):

The first CORE meeting serves as a review of current initiative status, new initiatives, priority changes and obstacles. Change/addition items delivered in the first CORE meeting are evaluated by EAST based on requirements, complexity and anticipated impact to factory capacity. Investigative SRs are generated and prioritized as necessary to address questions or requirement gaps.

First Meeting Input:

There are three entry points into the CORE review process: Lines of Business (LOB), NEACC Governance, and EAST. After a new internal initiative has been through the NEACC Governance board, it will be reviewed in CORE using the NEACC Governance initiative template. Each LOB will provide a prioritized list of SRs and any associated NERF forms for review by the CORE team

Inputs from each LOB (FCB/CCB/ABPL) consist of:

- List of current priorities
- List of SRs that have cross-LOB impacts
- List of large SRs
 - Large = High complexity or greater and taking more than 3 sprints to complete
- The NERF form for each of the above SRs as appropriate

Inputs from NEACC Governance consist of:

- NEACC Governance initiative template for new strategic initiatives (
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- ***Appendix A:***
- A list of prioritized initiatives

Input from EAST

- List of current priorities as appropriate
- The NERF form for each of the above as appropriate

Second Monthly Meeting (Capacity Focus):

The second CORE meeting serves as a review of EAST findings (see below), current initiative status, and obstacles. These findings are reviewed and any anticipated conflicts are addressed. The CORE team will issue a disposition for each item as either accepted, accepted with modifications, or escalated and create/assign the SRs as required to implement or incorporate the change.

Second Monthly Meeting Input:

Once an initiative baseline is established, each item brought before CORE has the following evaluation data provided at a minimum:

- Person responsible for the evaluation: (Evaluator)

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- Date of Submittal
- Requested Implementation Date
- Description and Scope of the proposed change
- Requirements
- Estimated impact of request, including but not limited to: technical, I3P, process or capacity impact.
- Dependencies
- Risks associated with the proposed change
- Other teams potentially affected by the change

Emergency Process:

Emergency CORE Process

In the event that a potential CORE topic is deemed an emergency by the CORE Chair, the following processes will be adhered to:

- An ad-hoc meeting will be scheduled which the CORE Chair must attend.
- At least 60% of the LOBs / Delivery Areas must attend.

Administration:

Maintenance of all requests, actions and meetings will be tasked to a designated CORE Coordinator appointed by the CORE Chair. The CORE Coordinator is responsible to the CORE members for accurate and timely administration of any change or new initiative brought forward. The CORE Coordinator will maintain all correspondence on meeting or agenda modifications and action items.

Other Teams Affected:

Teams Affected:

(Identify teams that could potentially be impacted by this change)

- | | | |
|--|---|---|
| <input type="checkbox"/> Financial LOB | <input type="checkbox"/> Factory Management Support | <input type="checkbox"/> PMO/Contracts |
| <input type="checkbox"/> ICAM LOB | <input type="checkbox"/> Quality Assurance | <input type="checkbox"/> PMO/Business Management |
| <input type="checkbox"/> Logistics LOB | <input type="checkbox"/> Business Readiness | <input type="checkbox"/> PMO/Task Order |
| <input type="checkbox"/> Procurement LOB | <input type="checkbox"/> Application Functional Support | <input type="checkbox"/> PMO/Technical |
| <input type="checkbox"/> Business Intelligence LOB | <input type="checkbox"/> Application Development | <input type="checkbox"/> PMO/Operations & Maintenance |
| <input type="checkbox"/> HCW LOB | <input type="checkbox"/> Information Assurance | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> ESB LOB | <input type="checkbox"/> I3P | |
| <input type="checkbox"/> NSS LOB | | |
| <input type="checkbox"/> PLM LOB | | |

(Double click the box to check)

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Roles and Responsibilities

Role	Description	Responsibilities
CORE Chair	Provide guidance / facilitate each CORE meeting, primarily responsible for conflict resolution, escalation and communication of initiative priorities.	<ol style="list-style-type: none"> 1. Chair all meetings 2. Delivers NEACC Governance priority list and identifies changes 3. Assist with the resolution of disputes between Board members. 4. Escalate unresolved disputes to the NEACC Management Team with final authority resting with the NEACC Director. 5. Ensure communication of CORE decisions on scope and priorities based on factory capacity to the FCB/CCB/NEACC Governance/Technical Roadmap chairs via CORE team members.
CORE Co-Chairs	Provide guidance / facilitate each CORE meeting, ensure action item follow up and assist in removing obstacles.	<ol style="list-style-type: none"> 1. Participate in all meetings (serve as chair if necessary) 2. Assist with the resolution of disputes between Board members. 3. Ensure action items are addressed 4. Assist in removing obstacles 5. Ensure communication of CORE decisions on scope and priorities based on factory capacity to the FCB/CCB/NEACC Governance/Technical Roadmap chairs via CORE team members.
CORE Coordinator	Facilitate each CORE meeting, ensure action item follow up and document meeting minutes.	<ol style="list-style-type: none"> 1. Participate in all meetings 2. Organize all meetings and follow up on all action items to ensure timely completion 3. Organize inputs and prepare CORE agenda/presentation for each meeting using Rally where possible 4. Capture meeting minutes and action items 5. Facilitate initiative review and communication 6. Ensure action items are addressed
NASA PDM	NASA POC for CORE from a line of business	<ol style="list-style-type: none"> 1. Participate in all meetings 2. Communicates initiative requirements 3. Follow up on action items where appropriate

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Role	Description	Responsibilities
		<ol style="list-style-type: none"> 4. Assist the Chair in the decision making process by ensuring available information is current and accurate 5. Represent the position of the community he/she represents and seek to have the community's high-priority SRs allocated capacity. 6. Review and understand approved change requests (i.e., overall product backlog). 7. Review overall priorities 8. Ensure communication of CORE meeting results are shared with their respective LOB team members
NASA Delivery Area POC	NASA POC for CORE from a delivery area	<ol style="list-style-type: none"> 1. Participate in all meetings 2. Communicates initiative requirements 3. Follow up on action items where appropriate 4. Assist the Chair in the decision making process by ensuring available information is current and accurate 5. Represent the position of the community he/she represents and seek to have the community's high-priority SRs allocated capacity. 6. Review and understand approved change requests (i.e., overall product backlog). 7. Review overall priorities 8. Ensure communication of CORE meeting results are shared with their respective Delivery Area team members
EAST Delivery Manager	EAST POC for CORE from a delivery area	<ol style="list-style-type: none"> 1. Participate in all meetings 2. Follow up on action items where appropriate 3. Assist the Chair in the decision making process by ensuring available information is current and accurate 4. Represent the position of the delivery area he/she represents and seek to understand priorities for capacity allocations. 5. Review and understand approved change requests (i.e., overall product backlog). 6. Review overall priorities

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Role	Description	Responsibilities
		<ol style="list-style-type: none"> 7. Ensure communication of CORE meeting results are shared with their respective Delivery Area team members
EAST LOB Manager	EAST POC for CORE from a line of business	<ol style="list-style-type: none"> 1. Participate in all meetings 2. Evaluate and understand initiative requirements 3. Follow up on action items where appropriate 4. Assist the Chair in the decision making process by ensuring available information is current and accurate 5. Represent the position of the community he/she represents and seek to have the community's high-priority SRs allocated capacity. 6. Review and understand approved change requests (i.e., overall product backlog). 7. Review overall priorities 8. Ensures SRs are aligned with requirements 9. Ensure communication of CORE meeting results are shared with their respective LOB team members
NASA I3P POC		<ol style="list-style-type: none"> 1. Participate in all meetings 2. Communicates I3P requirements 3. Follow up on action items where appropriate 4. Assist the Chair in the decision making process by ensuring available information is current and accurate 5. Ensure communication of CORE meeting results are shared with their I3P counterparts
EAST I3P POC		<ol style="list-style-type: none"> 1. Participate in all meetings 2. Communicates I3P requirements 3. Follow up on action items where appropriate 4. Assist the Chair in the decision making process by ensuring available information is current and accurate 5. Ensure communication of CORE meeting results are shared with their I3P counterparts

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Appendix A: NEACC Governance Initiative Template

<u>Focus Area/Sub-Area</u> Architecture/Landscape or Infrastructure or Security	<u>Initiating Organization/LOB</u>	<u>*ID #</u>	<u>*Priority</u>
<u>Initiative Title and Description, including High Level Scope</u>			
<u>Business Driver – Benefit</u>			
<u>Targeted Timeframe</u>	<u>Cross-LOB Impacts</u>		

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Appendix B: CORE Process

