



***Professional Medical, Inc.***

A Tradition of Quality, Value, & Trusted Service Since 1968

1917 Garnet Ct. ■ New Lenox, Illinois 60451 ■ 800.648.5190 ■ fax 800.726.7416 ■ [www.promedsupply.com](http://www.promedsupply.com)



**DoIT**

Department of Innovation & Technology

## ProMed DoIT Steering Committee Charter

### A Purpose of the ProMed DoIT Steering Committee

#### Primary Functions

The primary function of the ProMed IT Steering Committee is to take responsibility for the feasibility, business case and the achievement of outcomes of the various Professional Medical, Inc, **Major** IT Projects, **Major** being defined as all projects exceeding a capital budget of \$10,000.00. The ProMed IT Steering Committee will monitor and review the project status, as well as provide oversight of the project deliverable rollout.

The ProMed IT Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The ProMed IT Steering Committee provides insight on long-term strategies in support of corporate mandates. Members of The ProMed IT Steering Committee ensure business objectives are being adequately addressed and the project remains under control. In practice these responsibilities are carried out by performing the following functions:

- Monitoring and review of the project at regular ProMed IT Steering Committee meetings;
- Providing assistance to the project when required;
- Controlling project scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed business requirements of project sponsor and key stakeholder groups;
- Resolving project conflicts and disputes, reconciling differences of opinion and approach;
- Formal acceptance of project deliverables.

#### Approval Responsibilities

The ProMed IT Steering Committee is responsible for approving major project elements such as:

- Prioritization of project objectives and outcomes as identified in the project *Business Case*;
- Deliverables as identified in the project *Scope Statement*;
- Budget, ensuring that effort, expenditures and changes are appropriate to stakeholder expectations;
- Schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;
- Project management and quality assurance practices.



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## **B Steering Committee**

### **Membership**

In addition to the project sponsor as *ex-officio* member, The ProMed IT Steering Committee will consist of the following stakeholder members:

Name	Role	Title
Alan Ferry	Chair	GM
Rocky Howard	Member	VP Sales
Al Wiggs	Member	Director Education & Training
Dena Trudeau	Member	Director Customer Service
Jodi Dzak	Member	Director Special Sales
Teresa Bailey	Member	Director of Marketing/Production
Jim Arnold	Member	Purchasing Manager
Barb Walters	Member	Director HR
Jen Barnes	Member	Accounts Payable Manager
Chris Barnes	Member	Supply Chain Manager
Pam Wietting	Member	Director of Clinical & Regulatory Compliance
Tammy Holmes	Member	Accounts Receivable Manager
Brett Bennett	Member	Director Medicare Part B
Matt Barnes	Participant	CEO

Stakeholder members will be identified by the project sponsor.

### **Role of a Steering Committee member**

It is intended that The ProMed IT Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations committed to building professionalism in project management. Steering



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Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the project;
- **Ensure the project's outputs meet the requirements of the business owners and key stakeholders;**
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;
- Consider ideas and issues raised;
- Check adherence of project activities to standards of best practice both within the organization and in a wider context;
- **Foster positive communication outside of the Team regarding the project's progress and outcomes;**
- Report on project progress to those responsible at a high level, such as the CEO and President.

## **C Steering Committee Meetings**

### **Meeting Schedule and Process**

The Team will meet bimonthly, Wednesdays at 10:30 AM, or as required to keep track of issues and the progress of the project's implementation and on-going support to its stakeholders.

The Project Sponsor chairs The ProMed IT Steering Committee and facilitates The ProMed IT Steering Committee Meeting. The Team will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion and voting.



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## Meeting Agenda

At each meeting, project status will be reported to the Team by the project manager using an agenda outline such as the following:

- A. Introductory Items such as:
  - Introductions
  - Review Agenda
  - Minutes from last meeting
  - Review of actions arising from previous Steering Committee meetings.
- B. Review Project Status
  - Overall Status
    - Scope status
    - Schedule status
    - Budget status
    - Reason for deviation from green
  - New issues arising since the last Team meeting
  - Review and approval of project change orders
  - Budget
  - Milestone review
  - Formal acceptance of deliverables
  - Accomplishments against last meeting's plans
  - Plans for the next reporting period
  - Outstanding issues, open points, project conflicts
  - Specific requests for assistance of the Steering Committee
- C. Consideration of other items relevant to the project
- D. Review and summarize new actions from this meeting
- E. Plans, date and location for next meeting



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## D ProMed DoIT Steering Committee Flow Chart

