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Steering Committee Charter

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# STEERING COMMITTEE CHARTER

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# STEERING COMMITTEE CHARTER

## DOCUMENT NOTES

**Document Purpose:**

This document specifies the mission, organizational structure and operational charter of the Information Governance Initiative Steering Committee.

**Document Control:**

Entry #	Date	Version	Notes
1		1.0	First draft of the Steering Committee Charter

# STEERING COMMITTEE CHARTER

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## 1.0 MISSION

The XXXX Steering Committee mission is to...

## 2.0 Steering Committee

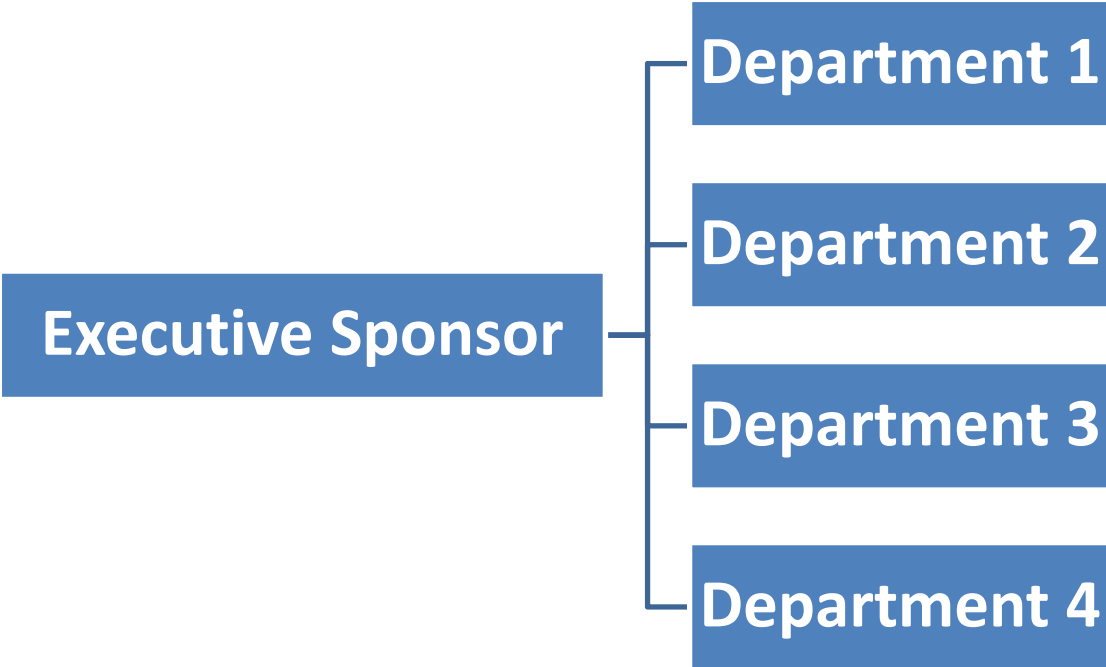
### 2.1 Committee Purpose

The Committee is not directly responsible for executing project activities, but it provides vision, support and guidance for those who do.

### 2.2 Committee Responsibilities

- 2.2.1 Be committed to company XXXX goals and objectives;
- 2.2.2 Be an advocate for XXXX goals and objectives;
- 2.2.3 Understand the strategic implications and outcomes of the XXXX;
- 2.2.4 Monitor and review XXXX projects at Committee meetings;
- 2.2.5 Provide resources to XXXX efforts and ensure accountability;
- 2.2.6 Control project scope based on .....;
- 2.2.7 Ensure project scope aligns with adopted goals and objectives;
- 2.2.8 Resolve conflicts and disputes, reconcile differences of opinion and approach; and
- 2.2.9 Formally accept XXXX goals, objectives, and project deliverables.

**2.3 Steering Committee Positions**



**2.4 Steering Committee Members**

NAME	ROLE	DEPARTMENT/COMPANY

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## 2.5 Steering Committee Member Roles and Responsibilities

In order to fulfill the mission of the XXXX Steering Committee, the following roles and responsibility assignments have been made for each member position:

### **Executive Sponsor**

The Executive Sponsor is a senior executive who champions the XXXX and is accountable for its success.

### **Stakeholder**

Stakeholders represent the interests of the department they represent by providing input on department needs, and promote and support the Steering Committee goals and objectives within their department.

Stakeholders designate appropriate department staff to actively participate on the Working Committee.

### **Project Manager**

The Project Manager is responsible for the execution of projects designated as part of the XXXX.

The Project Manager will act as facilitator at Steering Committee meetings.

## 2.6 Steering Committee Meetings

Committee members will attend and actively participate in Steering Committee meetings.

### **2.6.1 Meeting Schedule**

Meetings will be held at appropriate intervals to in order to properly conduct ongoing committee business.

1-2 initial Committee Meetings will be scheduled to define mission and formally approve project scope, budget, resources and proposed timelines.

1-2 annual Committee Meetings will be schedule to report on progress and challenges.

Meetings will be scheduled as needed.

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## 2.6.2 Meeting Agenda

At each meeting, project status will be reported to the Committee by the Project Manager and meeting agendas will generally include:

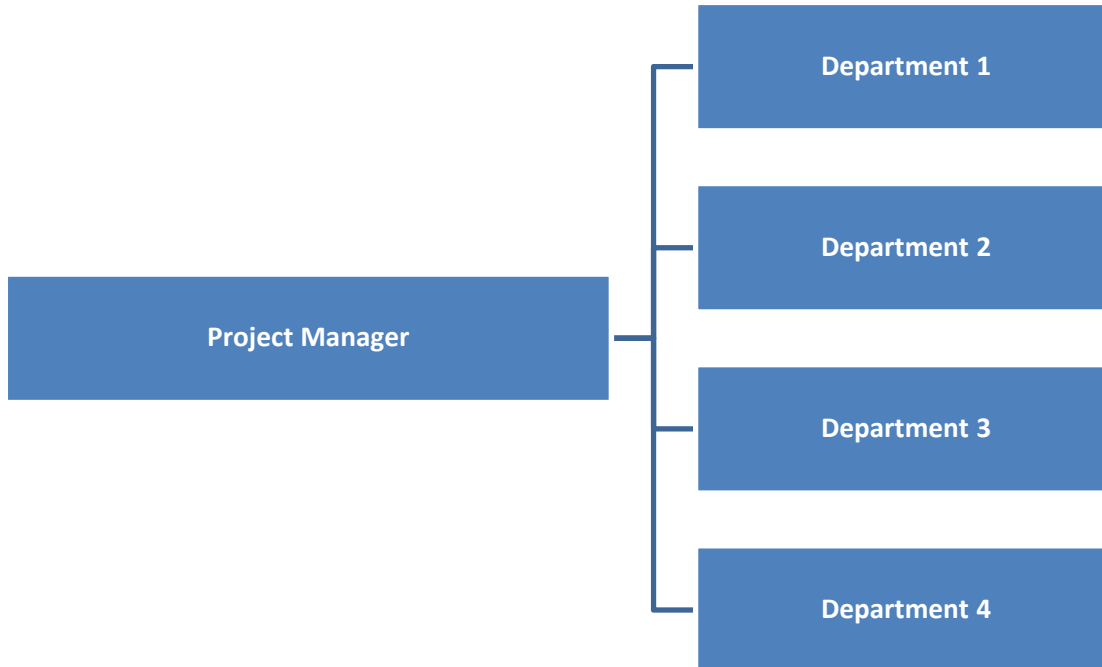
- A. Opening Items
  - Review Agenda
  - Minutes from last meeting
  - Review of actions arising from previous meetings
- B. Review Project Status
  - Scope
  - Timeline
  - Budget
  - Changes
  - New issues arising since last meeting
  - Milestone review
  - Formal acceptance of deliverables
  - Accomplishments against last meeting's plans
  - Outstanding issues, open points, project conflicts
  - Specific requests for assistance of the Committee
- C. Consideration of other items relevant to the project
- D. Review and summarize new actions

## STEERING COMMITTEE CHARTER

### 3.0 Oversight of Working Committee

The XXXX Working Committee contains representatives from departments and subsidiaries appointed by the Steering Committee.

The Working Committee is directly responsible for actively participating in and executing project activities that align with the XXXX as approved by the Steering Committee.



### 3.1 Working Committee Members

NAME	ROLE	DEPARTMENT / COMPANY

SEE APPENDIX A - WORKING COMMITTEED CHARTER

SEE APPENDIX B - XXXX ACCOUNTABILTY STRUCTURE



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## 4.0 Special Meetings or Workshop Meetings

### 4.1 Special Meeting Purpose

The purpose of the special meeting is to address unique and urgent issues requiring dedicated time and attention (more than what is available in a regular meeting).

### 4.2 Workshop Meetings

The purpose of the workshop meeting is for activities similar to viewing software demonstrations or working on a specific task that may require brainstorming or attendance from department representatives that are not members of the Steering Committee or Working Committee.

No official committee action can take place at a workshop meeting.

## 5.0 XXXX Maturity Model

The XXXX Maturity Model creates a high-level framework of good practice. The Steering Committee will determine the desired level of maturity for ..... for the entire organization, or by department, based on business needs and risk assessment for the different areas of the organization.

The Project Manager will determine the maturity level of current practices and identify the gap between the current practices and the desired level of maturity for each ..... This will be used as a baseline to identify improvement opportunities and measure progress.

**SEE APPENDIX C – XXXX MATURITY MODEL**

## 6.0 XXXX Projects

As the XXXX progresses in the ....., distinct projects requiring Steering Committee approval will develop.

Distinct projects will be presented to the Steering Committee for approval.

**SEE APPENDIX D - XXXX PROJECTS**