

Charter

The mission of the Common Management Systems (CMS) Project Directors Group (PD) is to provide campus-based CMS project coordination, communication, and guidance, as well as to provide recommendations for strategic planning as requested by CMS Central and the CMS Executive Committee.

Responsibility

The Project Director group will be responsible to:

1. Coordinate with campus HUG, FUG, TUG, and CSUG members on CMS topics, including:
 - CMS baseline software & 3rd party software products
 - CMS campus status reports
 - CMS policies & procedures
2. Coordinate with CMS Central on CMS issues and priorities, campus project plans, budgets, funding, campus resource plans and change management.
3. Review scheduling and project impact implications of proposed directions and strategies for additional business solutions and baseline functionality.
4. Disseminate CMS information to campus HUG, FUG, TUG, CSUG members and Executive Sponsors to ensure that campus CMS constituents are kept current on all CMS information and decisions.
5. Form sub-committees as needed to focus on system-wide issues and develop recommendations for action. Coordinate with those campus staff and leaders who can identify and leverage the appropriate campus resources to work on sub-committee tasks that include activities such as system-wide initiatives.
6. Provide input and recommendations to CMS Central and the CMS Executive Committee on CMS issues.
7. Provide a forum for campuses to share and develop a knowledge base of CMS practices, procedures, and strategies.

Project Director Group Membership

The Project Director Group will maintain the following organizational structure:

Member and Alternate

Members and alternates are appointed by the respective campus Executive Sponsor. Executive Sponsors will re-confirm appointees annually. Members and/or alternates may be changed at the discretion of the Executive Sponsor through written notification to the CMS Executive Committee.

Chair	<p>The Chair will be appointed by the CMS Senior Director with the approval of the CMS Executive Committee to serve a term of 2 years.</p> <p>Nominations for the Project Director group chair will be solicited by CMS Central and the CMS Executive Committee. The solicitation and selection process should be completed 6 months prior to the end of the current chair's term.</p>
Vice Chair	<p>At the discretion of the Project Director's group, a vice chair may be appointed by the user group chair. The Vice Chair will not automatically assume the roll of the Chair at the completion of the Chair's term.</p>
Secretary	<p>At the discretion of the user group and/or Chair, a secretary may be selected.</p>
CMS Central Representatives	CMS Project Director and others as needed
Data Center Provider Representative	CSU Data Center Provider Account Executive
ERP System Provider Representative	CSU ERP System Provider Account Executive

Meeting Frequency

The Project Director group should meet monthly or more frequently as required by ongoing projects. It will be the responsibility of the Chair to determine if meetings are to be teleconferences or in person.

Meeting Record

It will be the responsibility of the chair to keep a record of group meetings, recommendations, and actions. This record will generally take the form of group meeting notes to be disseminated among the group and posted on the CMS website.