



Charter

The Business Oversight Team (BOT) is responsible for:

- Reviewing design artifacts (software use cases and robustness diagrams) to ensure that the designs developed by the Solution Teams are logically consistent and adhere to the business needs and requirements.

Responsibilities

- Participate in the Preliminary Design Review to comment on and approve design presentations
- Participate in the Critical Design Review to comment on and approve design presentations
- Identify Subject Matter Experts (SMEs) and Business Partners for participation in Design Forum activities and coordinate with Operational Management for use of the SMEs
- Collaborate with Design Oversight Team regarding Solution Team activities-
 - Provide clarification for questions/issues that arise from the Solution Team activities or from the Design Oversight Team
 - Identify and pursue appropriate actions to resolve questions and/or issues identified by the Solution Teams or Design Oversight Team
- Participate with the Design Oversight Team to jointly present consolidated designs to Executive Management
- Manage the business review process, including:
 - Tracking review and acceptance
 - Coordinating meeting attendance
 - As necessary, escalating issues to CSI Oversight Committee, Change Oversight Team, or Executive Management
 - Requesting additional BPR work, as appropriate
- Identify, manage, and mitigate risks and issues

Team Members and Roles

<i>Name</i>	<i>Role</i>
Tim Rose	Business Oversight Management
Mike Farnsworth	Business Oversight Management
Linda Ford	PC Oversight Lead, Facilitator
Angie Turner	Analyst Oversight Lead
Judy Vesely	SME Oversight Lead
Chuck Wandling	TSC Oversight Lead
All Process Coordinators	Members
Business/Systems Analysts	As needed
Business Partners and Subject Matter Experts	As needed
Technical Solution Coordinators	As needed



Guidelines

- The BOT will meet twice a week on Wednesdays and Fridays. As the Design Forum progresses, additional time will be needed.
- Additional meetings can be scheduled to discuss critical issues or tabled items upon discussion and agreement with the facilitator lead.
- Additional personnel (SME's, analysts, developers, etc) may be brought in as necessary to meet and discuss specific items/issues.
- The facilitator, in coordination with the BOT Leads, will publish and distribute an agenda by email by noon on the day before the weekly BOT meetings. Team members are responsible for contacting the facilitator with any agenda items they want to include by 10 AM on the day before the weekly meetings. Agenda items may be added at the meeting with the concurrence of the team.
- Emphasis will be on full discussion and resolution of issues vs. sticking to a timetable.
- An action item list with responsibilities will be maintained, reviewed in meetings and distributed with the meeting minutes.
- The responsibility for taking and distributing meeting minutes will rotate among group members.
- Meeting minutes will be distributed within 24 hours after the meeting.

Communication & Decision-Making

The team will abide by the CSI Team guidelines as well as these additional guidelines.

- During meetings, one person talks at a time. Each person should be given a chance to speak their mind while at the same time respecting the group's time and the meeting timetables. They should be brief and focus on facts, not opinions.
- Emphasis will be on open and honest communication – there are no hidden agendas.
- All group members should accept the responsibility and accountability along with the authority given to them.
- During discussions, group members should listen, be non-judgmental and keep an open mind on issues until it is time to decide.