



Charter

The Methodology Development Group is responsible for identifying, defining, documenting and continually evaluating the tasks and processes necessary to move from the BPR processes into and through the Design Forum in a clear, consistent and manageable effort.

Responsibilities

- 1) Define and document the transition process between BPR and the Design Forum
 - Identify the requirements needed to begin the Design Forum (documentation, linkage, package organization, etc)
 - Identify the transition steps/stages between where BPR is currently and the identified requirements to begin the Design Forum.
 - Identify how the transition steps/stages will be accomplished
 - Generate a project plan for the transition process
 - Define layers of the future architecture
- 2) Define and document activities for design management during the Design Forum
 - Determine process for initial System Model Domain population
 - Define guidelines for ongoing System Model Domain coordination (refactoring)
 - Define approach for layer management/coordination
- 3) Define and document methodology standards & training methods
 - Establish dictionary of standard terms (verbs, etc)
 - Define approaches to recurring situations/actions for use cases/robustness modeling
 - Define approach to ensure CSI team members are knowledgeable on the CSI methodology

Team Members and Roles

<i>Name</i>	<i>Role</i>
Mike Farnsworth	Team Oversight
Tim Rose	Team Oversight
Angie Turner	Analyst Oversight Lead
Chuck Wandling	Team Lead & Facilitator
Dave Brown	
Glenn Cook	
Linda Ford	
Martha Freeland	
Jamie Habecker	

Guidelines

- The MDG will meet as needed to address issues and review/approve Methodology Artifacts. 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 may be brought in as necessary to meet and discuss specific items/issues.
- The facilitator, in coordination with the oversight leads, will publish and distribute an agenda by email by noon on the day before the meeting. Team members are responsible for contacting the facilitator with any agenda items they want to include by 10 AM on the day before the meeting. 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.