

CII ADVANCED WORK PACKAGING COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Approved 12-07-2017)

1. Purpose

The Advanced Work Packaging Community for Business Advancement (CBA) is a formal venue for the exchange of Advanced Work Packaging principles, practices, and related knowledge to enhance the performance of capital facilities projects.

The Advanced Work Packaging CBA is composed of members that share a vision of guiding CII members to enhanced project performance through Advanced Work Packaging and related productivity practices. The goal of its members is to communicate principles, practices, and tools for successful implementation of Advanced Work Packaging that leads to improved business outcomes.

The Advanced Work Packaging CBA is sponsored by CII's Strategic Planning Committee from whom it receives guidance and oversight on compliance with this charter.

2. Definitions

Advanced Work Packaging (AWP) is the overall process flow of all the detailed work packages (construction work packages, engineering work packages, and installation work packages). AWP is a planned, executable process that encompasses the work on an engineering, procurement, and construction (EPC) project, beginning with initial planning and continuing through detailed design and construction execution. AWP provides the framework for productive and progressive construction, and presumes the existence of a construction execution plan.

3. Scope

The Advanced Work Packaging CBA will focus on developing and facilitating the business community to transform capital projects through the programmatic adoption of AWP across the project lifecycle, via competent champions and practitioners using streamlined work processes, fully integrated systems, and automated digital workflows. Knowledge sharing and communication will be key in this effort. The CBA is tasked with enabling and accelerating the effective and efficient adoption of AWP and related construction productivity practices to drive measurable improvements. The scope of the AWP CBA includes defining and recommending special projects that will drive AWP adoption including data specifications/standards, digital workflows, success metrics, and contractual recommendations.

4. Membership

Participation in the Advanced Work Packaging CBA is limited to the following:

- CII members, and
- Academics with a research interest in Advanced Work Packaging.

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Support AWP CBA goals, deliverables, and the work of subcommittees
- Share knowledge, experiences, and lessons learned
- Conformance to CII Meeting Guidelines

5. Key Roles and Responsibilities

Positions with specific responsibilities are as follows:

- Advanced Work Packaging CBA Chair – The initial AWP CBA Chair is appointed by CII, and shall develop the agenda and preside over meetings and web conferences. The Chair will report annually to the Strategic Planning Committee on AWP CBA progress and activities. The term of the Chair shall be a minimum of one year.
- Advanced Work Packaging CBA Vice Chair – The AWP CBA Vice Chair shall assist the Chair in the development of the agenda for meetings and web conferences, and assume the leadership duties in the absence of the Chair. The Vice Chair is elected by the AWP CBA membership. If the Chair is an owner representative, the Vice Chair should be a service provider representative and vice versa. Following their term, or whenever a Chair steps down, the Vice Chair will become Chair and a new Vice Chair will be elected from the AWP CBA membership.
- Advanced Work Packaging CBA Academic Advisor – The AWP CBA Academic Advisor is selected by the AWP CBA membership and is responsible for:
 - Maintaining the Advanced Work Packaging CBA collaboration site to allow ease of access to collected documents.
 - Determining the quality and appropriateness of documents to be posted, including obtaining permission from authors whose copyrighted documents or intellectual property are to be posted on the collaboration site.
 - Developing and posting CBA meeting notes.
 - Onboarding new Advanced Work Packaging CBA members and maintaining the roster
 - Tracking member participation as part of overall CII metrics.The above will be supported by CII staff, as needed.
- Advanced Work Packaging CBA Subcommittees – Members may be asked to serve for a specified duration on subcommittees to achieve specific goals and deliverables. Subcommittees may include, but are not limited to the following:
 - Knowledge Management
 - Benchmarking & Performance
 - Events & Outreach

- AWP Business Accelerator

Subcommittee Leads will be appointed by the AWP CBA leadership, and should be considered in the succession planning for Vice Chair.

6. Communications Format

- Conference calls and web meetings will be sponsored by an Advanced Work Packaging CBA member or by CII and held at least monthly.
- At least one face-to-face meeting will be held annually, as determined by the membership.
- Email and collaboration site communications will be an ongoing mechanism of communication that will take place between regular meetings.
- Meeting notes, presentations, and any other knowledge sharing deliverables will be summarized and posted on the collaboration site.

7. Deliverables

- Support the growth of AWP through companies and projects adopting this best practice.
- Establish and maintain AWP related success enablers and implementation criteria for the purpose of achieving significant productivity gains.
- Support and encourage collection of data and development of metrics to advance AWP.
- Identify current and leading-edge AWP issues and provide collaborative comment/opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to AWP CBA members.
- Connect with research teams related to this topic area to provide input and commentary.
- Submit related research theme/topic nominations to the Funded Studies Committee and/or Sector Committees and participate as a resource.
- Participate and contribute relevant content to the CII Technology Showcase and Annual Conference.
- Maintain an updated collaboration site that documents AWP CBA activities.
- Report at least annually to the Strategic Planning Committee on AWP CBA membership, activities, and deliverables.
- Publicize the activities of the AWP CBA to the CII membership.

8. Key Interfaces

- Strategic Planning Committee
- Technology Awareness and Development Committee
- Fiotech Sector Committee
- Other CII standing committees, sector committees, and communities, as needed
- CII Staff
- Outside speakers, as invited to present on a specific topic.

9. Critical Success Factors

- Improved capital project performance, as the result of implementing AWP principles and practices.
- Active owner and service provider participation, knowledge sharing, and learning.
- Regular growth of the body of knowledge presented on the Advanced Work Packaging CBA collaboration site.
- Advanced Work Packaging CBA deliverables are viewed by its members as a valuable contribution to CII programs and the construction industry.
- Activities are supported by CII and align with CII's Governance and Strategic Plan.