

# **CII MODULARIZATION COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Approved 02-07-2018)**

## **1. Purpose**

The Modularization Community for Business Advancement (MCBA) is a formal venue for the exchange of knowledge that is useful in planning, designing, and executing modularization of varying complexity on capital facility projects.

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

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

## **2. Definitions**

Modularization is a process that encompasses the evaluation and determination of offsite construction in the front end planning phase to achieve specific objectives and improved project outcomes. This includes developing an execution strategy for large-scale transfer of stick-built construction effort from the jobsite to fabrication shops or yards.

## **3. Scope**

The Modularization CBA will focus on modularization principles and practices as applicable to the planning and execution of capital facility projects. The MCBA is tasked with enabling effective modularization and related practices to drive measurable improvements. Knowledge sharing and communication will be key in this effort.

## **4. Membership**

Participation in the Modularization CBA is limited to the following:

- CII members, and
- Academics with a research interest in modularization.

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Support MCBA 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:

- **Modularization CBA Chair** – The initial MCBA 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 MCBA progress and activities. The term of the Chair shall be a minimum of one year.
- **Modularization CBA Vice Chair** – The MCBA 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 MCBA 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 MCBA membership.
- **Modularization CBA Academic Advisor** – The MCBA Academic Advisor is selected by the MCBA membership and is responsible for:
  - Maintaining the MCBA 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 MCBA meeting notes.
  - Onboarding new MCBA members and maintaining the roster
  - Tracking member participation as part of overall CII metrics.

The above will be supported by CII staff, as needed.

- **Modularization CBA Subcommittees** – Members may be asked to serve on subcommittees to achieve specific goals and deliverables. Subcommittee Leads will be appointed by the MCBA leadership, and should be considered in the succession planning for Vice Chair.

## 6. **Communications Format**

- Conference calls and web meetings will be sponsored by a Modularization 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**

- Establish and maintain Modularization related success enablers and implementation criteria for the purpose of achieving significant productivity gains.
- Support education module development to advance modularization as a CII Best Practice.
- Identify current and leading-edge Modularization issues and provide collaborative comment/opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to MCBA 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 Annual Conference.
- Maintain an updated collaboration site that documents MCBA activities.
- Report at least annually to the Strategic Planning Committee on MCBA membership, activities, and deliverables.
- Publicize the activities of the MCBA to the CII membership.

## **8. Key Interfaces**

- Strategic Planning Committee
- Funded Studies 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 Modularization principles and practices.
- Active owner and service provider participation, knowledge sharing, and learning.
- Regular growth of the body of knowledge presented on the Modularization CBA collaboration site.
- Modularization 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.