

CII PROJECT CONTROLS COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Approved 02-28-2018)

1. Purpose

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

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

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

2. Definitions

Project Controls is a process that encompasses the resources, procedures, and tools for the planning, monitoring, and controlling of all phases of the capital project lifecycle. This includes estimating, cost and schedule management, risk management, change management, earned value progressing, and forecasting.

3. Scope

The Project Controls CBA (PC CBA) will focus on project controls principles and practices as applicable to the planning and execution of capital facility projects. The PC CBA is tasked with enabling and accelerating effective project controls and related practices to drive measurable improvements. Knowledge sharing and communication will be key in this effort.

4. Membership

Participation in the Project Controls CBA is limited to the following:

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

As a condition of membership, the following responsibilities apply:

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

- Support PC 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:

- **Project Controls CBA Chair** – The initial PC 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 PC CBA progress and activities. The term of the Chair shall be a minimum of one year.
- **Project Controls CBA Vice Chair** – The PC 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 PC 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 PC CBA membership.
- **Project Controls CBA Academic Advisor** – The PC CBA Academic Advisor is selected by the PC CBA membership and is responsible for:
 - Maintaining the PC 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 PC CBA meeting notes.
 - Onboarding new PC 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.
- **Project Controls CBA Subcommittees** – Members may be asked to serve on subcommittees to achieve specific goals and deliverables. Subcommittee Leads will be appointed by the PC CBA leadership, and should be considered in the succession planning for Vice Chair. Two subcommittees have initially been decided:
 - Road Map / Maturity Model
 - Research Theme / Topic Nominations

6. **Communications Format**

- Conference calls and web meetings will be sponsored by a Project Controls 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 project controls 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 project controls.
- Identify current and leading-edge project controls issues and provide collaborative comment/opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to PC 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 Annual Conference.
- Maintain an updated collaboration site that documents PC CBA activities.
- Report at least annually to the Strategic Planning Committee on PC CBA membership, activities, and deliverables.
- Publicize the activities of the PC CBA 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 project controls principles and practices.
- Active owner and service provider participation, knowledge sharing, and learning.
- Regular growth of the body of knowledge presented on the Project Controls CBA collaboration site.
- Project Controls 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.