

CII SUPPLY CHAIN MANAGEMENT COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Revised December 16th, 2020)

1. Purpose

The Supply Chain Management Community for Business Advancement (CBA) is a formal venue for the exchange of supply chain management principles, practices, and related knowledge to enhance the performance of capital facilities projects.

The Supply Chain Management CBA is composed of members that share a vision of guiding CII members to enhanced project performance through supply chain management and related practices. The goal is to communicate and educate its members on the principles, practices, and tools for successful implementation of supply chain management that leads to improved business outcomes. A potential outcome is to improve construction productivity and reduce schedule delays by 20% through integrated materials, information, and cash flow management.

The Supply Chain Management CBA is sponsored by CII's Deployment Committee from whom it receives guidance and oversight on compliance with this charter.

2. Definitions

Supply chain management (SCM) is the management of the flow of goods and related data, and services including the movement and storage of raw materials, work-in-process inventory, and finished goods from point of origin to point of consumption. SCM involves the design, planning, execution, control, and monitoring of supply chain activities with the objective of creating net value, building a competitive infrastructure, leveraging worldwide logistics, synchronizing supply with demand, and measuring performance globally.

SCM draws heavily from the areas of operations management, logistics, procurement, and information technology, and strives for an integrated approach.

3. Scope

The Supply Chain Management CBA (SCM CBA) will focus on global supply chain management principles and practices as applicable to the planning and execution of capital facility projects, including procurement and integrated materials and management. The SCM CBA is tasked with enabling effective supply chain management and related practices to drive measurable improvements. Knowledge sharing, education, and communication will be key in this effort.

4. Membership

Participation in the Supply Chain Management CBA is limited to the following:

- CII members, and
- Academics with a research interest in supply chain management.

As a condition of membership, the following responsibilities apply:

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

- Supply Chain Management CBA Chair – The initial SCM 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 and Deployment Committee on SCM CBA progress and activities. The term of the Chair shall be a minimum of one year.
- Supply Chain Management CBA Vice Chair – The SCM 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 SCM CBA membership. It is preferred, 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 has the option to become Chair or a new Vice Chair can be nominated and elected from the SCM CBA membership.
- Nominations for Chair and Vice Chair will be conducted on an annual basis to provide opportunity to other members to lead the CBA. Effort to be made to have continuity in leadership role.

The CBA Chairs will be responsible for:

- Maintaining the SCM CBA MS Teams 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 SCM CBA meeting notes
- Onboarding new SCM CBA members and maintaining the roster
- Tracking member participation as part of overall CII metrics

The above will be supported by CII staff, and the Academic Advisor as needed.

Supply Chain Management CBA Academic Advisor – The SCM CBA Academic Advisor is appointed by CII and/or SCM CBA members. The Academic Advisor term shall be a minimum of one (1) year. The Academic Advisor is responsible for attending the SCM CBA Monthly and CBA leadership meetings, sharing knowledge and latest research on SCM domain, leading the knowledge subcommittee, identifying research gaps in CII knowledge-base as it relates to SCM, and developing proposals for funded studies committee’s consideration.

- Supply Chain Management CBA Subcommittees – Members may be asked to serve on subcommittees to achieve specific goals and deliverables. Subcommittee Leads will be appointed by the SCM CBA leadership and should be considered in the succession planning for Vice Chair. Initial subcommittees will include:
 - Knowledge Management – organize and identify CII research studies related to supply chain management, and interface with the other groups within CII such as Sector Committees, Technology and Innovation Committee and other CBA’s to facilitate their adoption by industry.
 - Leverage CII RT’s focusing on supply chain related topics.
 - Provide better visibility and accessibility to these research studies through focused presentations and discussion during monthly meetings
 - Engage SCM CBA members in reviewing and discussing implementation practices recommended by these studies.
 - Review CII key research documents to ensure knowledge base stays current.
 - Project Development – to develop relevant R&D topics and proposals.

6. Communications Format

- “GoToMeeting” web meetings will be scheduled by CII and held at least monthly. These web meetings shall be recorded and available to the CBA.
- At least one face-to-face meeting will be held annually, as determined by the membership. Consideration for restrictions on travel and social distancing to be given.
- Email and collaboration site platform will be MicroSoft Suite Teams starting 1Q2021 and will be the mechanism of communication to be used between regular meetings.
- Meeting notes, presentations, and any other knowledge sharing deliverables will be summarized and posted on the SCM CBA Microsoft Teams Channel.

7. **Deliverables**

- Establish and maintain supply chain management 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 supply chain management.
- Identify current and leading-edge supply chain management issues and provide collaborative comment/opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to SCM CBA members.
- Connect with research teams related to this topic area to provide input and commentary.
- Submit related research theme/topic nominations and proposals 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 SCM CBA activities.
- Report at least annually to the Strategic Planning Committee and Deployment Committee on SCM CBA membership, activities, and deliverables.
- Publicize the activities of the SCM CBA to the CII membership.

8. **Key Interfaces**

- Sector Committees
- AWP and Data Analytics CBA
- Technology and Innovation Committee
- Strategic Planning Committee
- Procurement Executives Group (PEG)
- Funded Studies Committee
- 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 supply chain management principles and practices: Improved construction productivity and reduced schedule delays of 20% through the deployment of success enablers.
- Active owner and service provider participation, knowledge sharing, and learning.
- Regular growth of the body of knowledge presented on the Supply Chain Management CBA collaboration site.
- Supply Chain Management 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.