

Project Operating Guide

Purpose of Project

To advance the mission of the organization

To provide value to ICIS Members

Project Operating Guide

- Purpose of Projects
- Starting a Project
- Project finances
- Project work
- Approving a Project End Result
- Publishing/distributing a Project
- Closing a Project

Goal: Establish consistent procedures for starting, operating, and ending ICIS Projects

Starting a Project

What is needed to start a Project?

Proposing a Project

- **Project Proposal Form**
 - Must be completed
 - Must be approved by Members

Project Proposal Form

- **Project Leader**
- **Budget**
- **Problem statement**
- **Objectives**
- **Project description**
- **Work packages**
- **Milestones**
- **Benefits for ICIS**
- **Risks for ICIS**
- **Planned output and dissemination**

Approving a Project

- **Simple majority vote**
 - Voting Delegates at an ICIS Annual Conference
 - Voting Members in an electronic poll

Project Finances

What is the cost of a Project?

Project Expenses

- Detailed budget required as part of Project Proposal Form
- Approved expenses paid upon completion of Expense Reimbursement Form
 - Approved by Project Leader

Project Expenses – What do we pay for?

- Meeting room rental for Project meetings
- Conference calls/web conference for Project meetings

Project Expenses – What might we pay for – with approval?

- **Travel (airfare, train, etc.) to Project meetings (pre-approved by Board)**
- **Meals at Project meetings (up to €100 per day)**
- **Accommodations at Project meetings (up to €200 per day)**
- **Parking at Project meetings**
- **Taxis, shuttles, etc. to Project meetings**
- **Postage for Project materials**

Project Work

How is Project work completed?

Project Leader Responsibilities

- **Manage the Project Team**
- **Organize Project Team meetings**
- **Review Project drafts before distribution**
- **Submit status reports to the ICIS Board**
- **Present status report at ICIS Annual Conference**
- **Approve requests for reimbursement of expenses by Project Team Members**

Project Work

- **Maintain accurate Project information on ICIS website**
 - Project summary
 - Participants
 - Drafts
- **Submit drafts to Secretary for posting on ICIS website**
- **Collect and analyze submitted comments**

Approving a Proj

How do we decide that a Project is ready for publication and/or distribution?

Approving a Project End Result

- **Vote to approve/reject – simple majority**
 - **Voting Delegates at an ICIS Annual Conference**
 - **Voting Members in an electronic poll**

Voting

- "Accept" – the end result is acceptable
- "Accept with Comments" – the end result is acceptable with minor editorial changes
- "Reject" – the end result is not acceptable
 - A voter may make written comments to explain their vote
- "Abstain" – neither Accept nor Reject; however, the vote will not count in the total number used for calculating the simple majority

Voting Comments

- **Project Team will work to resolve the comments**
 - **Accept the voter's concerns and modify the end result to address the comments**
 - **Reject the voter's concerns, explain why the Project Team believes they are not valid, and leave the end result unchanged**
- **Dissenting voter can review the action of the Project Team**
- **If the dissenting voter is still unsatisfied, the voter may prepare a dissenting opinion that will be included with the end result**

Final Approval

- **If comments are made that change the end result, another vote will be held**
 - Up to 3 votes can be held
- **If the end result is rejected 3 times, the Board will evaluate the Project and provide a recommendation to the Members**
 - Change the Project
 - Abandon the Project
- **Decide whether the End Result is for ICIS only or public**

Publishing / Dist

How should a Project be published and/or distributed?

Publishing

- **All published documents will use a standard format – see example**
 - Reinforce branding
 - Consistency
 - Professional appearance

Distribution Options

- Posting on the ICIS website
- Posting a link to ICIS website on Member websites
- Including in ICIS newsletter
- Printing of hardcopy
- Distribution in hardcopy or digital form to industry organizations
- Making presentations to industry organizations
- Submitting to appropriate organizations for consideration as a standard

Closing a Project

When does a Project end?

Closing a Project

- **Completed Project**
 - End Result has been approved and published/distributed
 - Financial summary has been prepared
 - Work papers (drafts) have been collected

Closing a Project

- **Abandon a Project**
 - **Voting Delegates at an ICIS Annual Conference**
 - **Voting Members in an electronic poll**
 - **Vote of the ICIS Board**

Discussion