

NC WISE DPI Configuration Control Board Charter

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VERSION CONTROL

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OBJECTIVE

The objective of this document is to communicate the standard operating procedures of the NC WISE DPI Configuration Control Board (DPI CCB).

COMMON TERMS

Term	Definition
CMG	Change Management Group
ESC	Executive Steering Committee
LEA	Local Education Agency
SBE	State Board of Education
CCB	LEA-based Configuration Control Board

DPI CONFIGURATION CONTROL BOARD PURPOSE

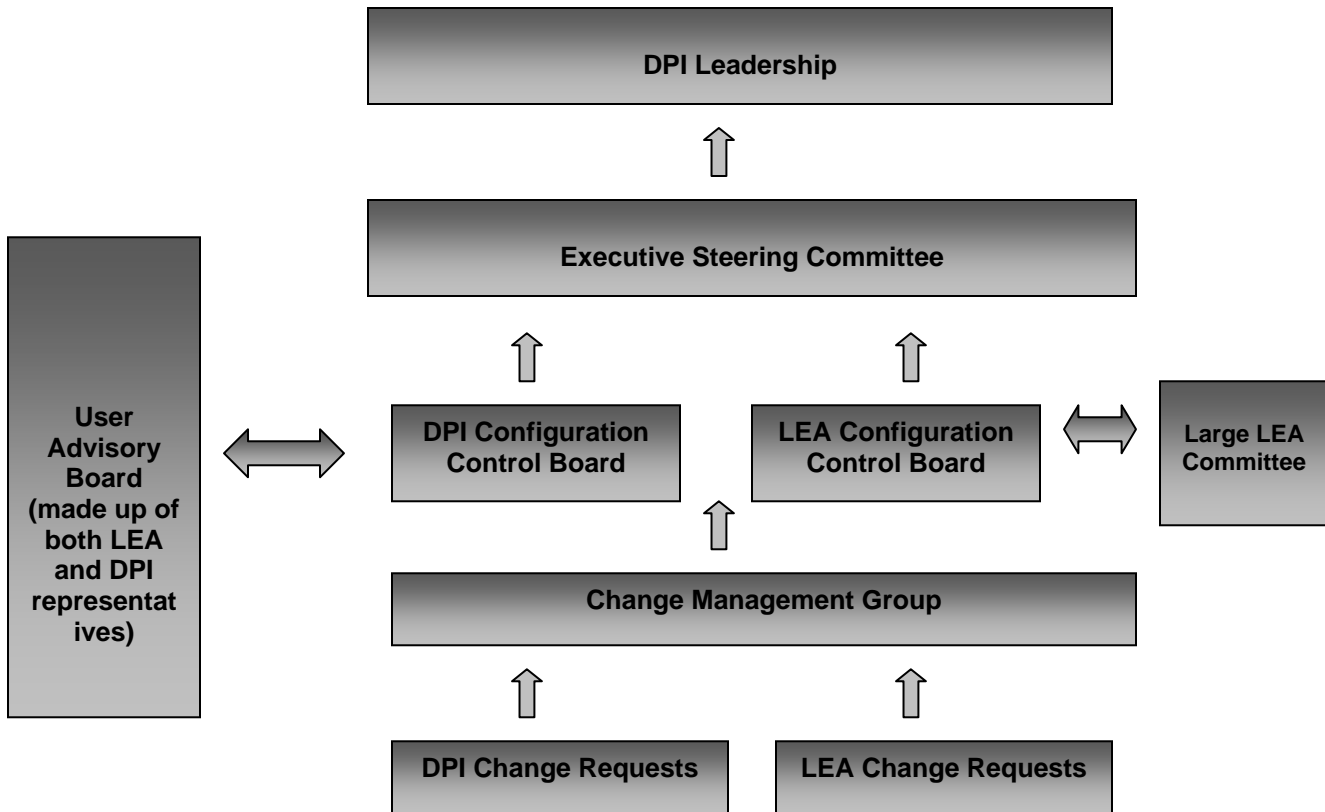
The NC WISE DPI Configuration Control Board is an advisory group that

- encourages dialogue and develops consensus of identified functionality contained in or proposed for inclusion in the NC WISE solution on behalf of DPI business users.
- acts as a liaison for giving and gathering information within their educational area within DPI.
- analyzes the current use of NC WISE within DPI.
- prioritizes and approves requests for NC WISE Solution enhancements needed by DPI.
- serves as advisors to the Executive Steering Committee and the NC WISE Project Team in regards to ensuring the program meets school business needs (including reporting) of DPI.
- sets the functional direction for the NC WISE Solution by assisting in the design and development of the identified DPI-related requirements for the NC WISE system
- acts as a resource and advisory for DPI interests in regards to the financial and timeline impacts of functional decisions

For purposes of the DPI CCB, enhancements are defined as a specific NC WISE functionality designed to achieve a particular set of tasks or objectives in a defined period of time. The DPI CCB will review DPI-requested enhancements before approval to ensure the tasks meet the defined objective.

All NC WISE Solution enhancements submitted by DPI should meet the overall project goals of a statewide solution for student information and state-level reporting systems.

ORGANIZATIONAL STRUCTURE



Both LEA and DPI change requests are submitted to the Change Management Group. If a change request is identified as a DPI enhancement, the DPI enhancement is added to the list of enhancements to be reviewed and prioritized by the DPI Configuration Control Board. Based on a review by the DPI Configuration Control Board, a recommendation and possible approval will be given to the NC WISE solution.

If disputes arise related to the priority, classification and/or approval of certain enhancements (this includes the misclassification of a bug as an enhancement), the issue will be presented to the Executive Steering Committee. The ESC is responsible for resolving any enhancement issues that do not reach a majority consensus in the DPI CCB.

MEMBERSHIP

DPI CCB membership is comprised of voting and non voting members.

Voting Members

A voting member has one vote, regardless of LEA size, and represents one LEA. There are seventeen (17) voting members of the Board.

Voting members must meet the following criteria

- Seventeen members who represent a NC WISE LEA that has been in production for greater than six months. Membership will consist of five (5) Small LEAs (<10,000), eight (8) Medium LEAs (10,000-39,999), and three (3) Large LEAs (>40,000).
- The NCSIA User's Association will be represented as a member.
- LEAs with representatives who become ineligible for membership during their term will be replaced with a new representative from the LEA. The replacement member will serve for the remainder of the term.
- Attendance and participation in the meetings or conference calls is essential. LEA members who miss more than three meetings during the July 1 through June 30 time frame will be automatically removed from the Committee. The Committee will then propose a new representative LEA from the NC WISE implemented sites.
- Members will serve a three year term and no LEA may serve more than two consecutive terms. New membership terms begin on July 1.
- LEAs wishing to be a part of the committee may volunteer as seats become available or may be nominated by member LEAs. Seats are filled by a majority vote of the seated membership.

Non Voting Members

Members who are non-voting are responsible for supporting the DPI CCB on NC WISE Solution.

Department of Public Instruction IT Business Services Director
Department of Public Instruction NC WISE Portfolio Manager
Department of Public Instructions Operations Manager-Service Desk and Training
Department of Public Instruction Configuration Manager

ORGANIZATION OF MEETINGS

The NC WISE Project Coordinator is responsible for soliciting and compiling agenda items. These items are solicited from DPI Management, NC WISE Project Team Personnel, DPI CCB members and DPI CCB chairperson one week prior to the scheduled DPI CCB meeting. The Coordinator will prepare appropriate meeting materials including copies of the agenda, briefing documents, and deliverables that support each of the agenda items. These materials will be distributed electronically to the DPI

Configuration Control Board members (voting and non voting) by close-of-business on the Tuesday preceding the DPI CCB meeting.

The Coordinator is responsible for recording and distributing the minutes from each meeting. The minutes should be sent to all participants electronically by close of business the following Friday.

In October each year, the DPI CCB will select a chair for the group to act as the facilitator of the DPI CCB meetings and to serve as a liaison with the Executive Steering Committee.

Meeting Schedule

The DPI Configuration Control Board will meet monthly.

AMENDMENTS TO THE PROCEDURES

Changes to these procedures must be documented and approved by the DPI CCB. The project coordinator is responsible for recording these changes and ensuring they are publicized to all NC WISE members. These procedures should be reviewed on an annual basis to verify they still support the NC WISE Solution.