2013-2014 GRCC Team Charter

Team Name: Emergency Planning Team
Team Leader: Victoria Janowiak

Update from Team Champion as of March, 2014:

Emergency Planning:
- Becky Whitman, Scott Merlo and I met with Gary Szotko to begin planning our next phase of emergency preparedness training. We identified the recommended employees to re-purpose the Emergency Planning Team and then also began to identify the various employees, based on roles and responsibilities within our response framework, who will be invited to participate in the basic NIMS training program over the summer, in anticipation of a functional table-top exercise in the fall. We will be doing a new team charter and bring that forward for review and approval in the next couple of weeks.

Chartering is a two-way process
Team sponsor(s) specify the mission of the team, its resources, the expectations for what the team is to accomplish, the timelines, decision-making authority, and how the team relates to the broader College strategy and goals.

The team itself thinks through and creates a draft charter, including team goals, stakeholder requirements, and strategies for goal accomplishment.

Together, they review and finalize the team charter, adding the process that will be used to review team progress on a regular basis.

1. Purpose of the Team (What is this team expected to accomplish?)

2. Decision-making Context and Scope (What level of decision making authority does this team hold?)

3. Team Goals, Action Projects, and Timelines (How will this team proceed to accomplish their purpose? I.e. what will they do?)

4. Stakeholders and their Key Requirements (For whom is this team doing their work? What do they want?)

5. Resources Needed (both people and budget)
6. Troubleshooting Path *(How will unresolved issues or roadblocks be handled?)*

7. Requirements for Integration with other Departments or Teams *(How does this Team interface with others doing concurrent work?)*

8. Review Progress *(How and when will the work of this team be reviewed?)*

9. Team Leader, Current Members, and Membership Specifications
   *Are team members appointed? Volunteers? Is team membership permanent?*
   *Term-limited? Is this team accepting new members?*
   *Please also list the current members on the Team by name.*

10. List the major team accomplishments over the past year. *(What are your outcomes?)*

11. List the major team goals for the upcoming year. *(What do you plan to accomplish as a team in 2013-2014?)*

12. Please describe any current challenges the team is facing.