



Project Operations and Implementation Team (POIT)
Final Charter
June, 2010

This Charter should provide a clear and mutually agreeable definition of the group's scope of work, as well as how the work will be developed and applied. The Charter may be revised as better ways of functioning emerge. These terms will be reviewed quarterly or when major changes to the group's structure or function occur to assure their relevance and appropriateness to the work.

- I. Scope, objectives and expected outcomes – The team is responsible for overall project monitoring, guiding, delegating and coordinating of project activities and work teams.
- II. Membership and term – Team membership is comprised of administrator/management staff (with decision making authority) representing:
 - a. Colorado Department of Human Services:
 - i. Division of Child Welfare: director, associate directors, employee forum representative
 - ii. Administrative Review Division: director
 - iii. Field Administration Division: field administrator
 - iv. Training Division: director
 - v. IT/Trails Division: administrator
 - b. County Department of Human Services – one large/mid and one small director or administrator
 - c. Federal Region 8 state officer
 - d. MPCWIC Project staff: administrator, implementation specialist, evaluator
 - e. Organizational representation for the duration of the initiative (2009-2012).
 - f. The membership of specific individuals representing their organizations is renewed annually (January).
 - g. Each member will recruit an alternate representative as their designee to participate in POIT meetings and act on their behalf in the event of the member's absence.
- III. Leadership, roles and functions: A brief description of the role of the POIT members is provided below, with roles being flexible throughout the life of the project in order to maximize resources and attend to emerging issues.
 - a. Team will be co-chaired by a Division of Child Welfare and County representatives.
 - b. POIT Chairs (or designee) duties:
 - i. Facilitates meetings

- ii. Communicates effectively about work expectations and deadlines
 - iii. Provides timely feedback on POIT work to EOC and other project work teams.
 - iv. Notifies POIT members of meetings
 - v. Develops preliminary agenda
 - vi. Coordinates administrative support for meeting logistics
 - vii. Facilitates distribution of meeting minutes and between meeting follow-up with team members.
 - viii. Communicates effectively about Project expectations, recommendations and deadlines
- c. POIT members:
- i. Make decisions and recommendations regarding the Colorado Practice Initiative while considering activities, needs/resources required.
 - ii. Respond promptly to email requests between meetings for feedback, recommendations or decision-items.
 - iii. Communicate questions, recommendations or suggestions to co-chairs, implementation specialist and other team members as needed.
 - iv. Complete task assignments between meetings as agreed upon.
 - v. Confirm attendance at monthly meetings upon receipt of reminder notice. Recruit alternative member to attend if necessary
 - vi. Attend monthly POIT meetings and other project workgroups as agreed upon.

IV. Boundaries, limitations, authority and accountability

- a. The POIT provides leadership, direction and decision-making for the Colorado Practice Initiative. The POIT reviews recommendations regarding implementation from project work teams and makes final decisions regarding these recommendations, within the scope of their authority.
- b. All recommendations and decisions will be made within the limits of available resources as determined by MPCWIC or other available funding and within the scope of the organizational function of Colorado Department of Human Services and/or Division of Child Welfare. Final decision-making authority on matters directly impacting the organizational structure, culture, and staffing resides with directors of specific divisions/departments.
- c. There will be target dates set by which time recommendations, decisions or reporting must be made in order for the project to move forward. These decisions are made in a timely way (within two weeks of request), either at the monthly meeting or via timely email response and feedback or decision is provide to requesting project team as quickly as possible.

V. Decision making processes

- a. Decisions will be made via consensus
- b. A quorum (two-thirds of membership) must participate in decision making
- c. Consensus will be created by sufficient discussion for all opinions to be offered.
- d. A request for “calling the question” to end the discussion and proceed to the decision can be made by any member.
- e. Agreed upon consensus is defined as members of the group being able to support the decision.

VI. Values and way of work (ground rules)

- a. POIT is a collaborative entity. Transparency is valued and expected.
- b. Draft documents are shared outside of the group with agreement.
- c. POIT is committed to a “ground-up” approach. The recommendations of the project work teams are valued and sincerely considered.
- d. POIT values innovation and excellence.
- e. POIT seeks to create lasting outcomes.
- f. Members are expected to commit the time to review materials, attend meetings prepared to discuss the topics at hand, and participate fully.
- g. Members voice opinions, ideas and suggestions to reach decisions, unless additional time is needed.
- h. The use of Blackberries and/or cell phones is strongly discouraged.

I have read and can fully support the tenets and agreements represented in this charter.

Name/Organization

Date