April 2021

SSBA PROJECT VETTING PROCEDURE FOR MAJOR PROJECTS

Definition: The vetting procedure and checklist are required for a major project. A project is classified as major if it:

1. Is outside of Chapter and Chapter Committee normal business or
2. Requires more funding than the budget allows for the standing committee and has not been funded by the Board or
3. Requires more volunteers than the standing committee has or is able to arrange for or
4. Requires hiring an employee or independent contractor beyond funding available as specified in item 2 above or
5. Involves substantive collaboration such as expertise, shared volunteers, or joint funding with an external organization.

Goal: The goals of vetting procedure are to:

1. Have a better understanding of all the elements impacting a project before starting it
2. Reduce the workload of the SSBA president
3. Help organize the workload of project managers
4. Increase project success in terms of time, costs, and outcomes
5. Increase and retain SSBA project management knowledge base and managerial experience as officers and board members come and go

Checklist: The checklist template will be posted on the BHAS website for ease of access to anyone submitting a project proposal idea or for a final project plan. Project proposals shall be submitted to the President, or the person acting as President, in digital form using the Checklist. It will then be sent to the appropriate Committee Chair.

Vetting Process: Once a proposal is received, the appropriate Committee Chair will review it. If the proposal has merit, the Chair will submit it for full Board review. To determine merit, the Committee Chair shall refer to our Mission Statement (is the project within its scope?) and the SSBA Strategic Plan if available (is it within our priorities for this time period?).

Having a willing Project Manager is a requirement for proceeding. If the project is extensive, a Backup Project Manager is also required. The Project Manager will complete a new Checklist which will include the managers' names and contact information plus names of contact information of the involved organizations, volunteers, staff and other involved parties. This list will be shared with the Board.

A Memo of Understanding (MOU) with external parties is required. The MOU is an agreement between SSBA and an external party which includes the itemization of services, timelines, costs and other resources each will provide. Signatures are required of the President, or the person acting as President, and of the external party authority.

Reports: The project manager will report the project status monthly to the Committee Chair who will then report to the Board at Board meetings. Upon completion of the project, the

project manager will provide a written report to the SSBA Board through the Committee Chair. This should include:

1. What went well and why
2. What did not go well and why
3. Timelines (over/under)
4. Costs (over/under)
5. Suggestions for improvement

This report will be filed both in the annual SSBA binder as well as the SSBA electronic storage platform (currently a Google Drive account).