Project Operating Guide
Purpose of Projects

To advance the mission of the organization

To provide value to ICIS Members
Goal: Establish consistent procedures for starting, operating, and ending ICIS Projects

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
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
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
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 Project

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
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

• www.icis.org