

# Emenu EPG Charter

## Purpose

This charter defines the mission and responsibilities of the Emenu Engineering Process Group (EPG) and defines its mission and responsibilities within Emenu Inc.

## Mission

The mission of the Emenu EPG is to lead the company in continual process improvement that supports Emenu's business goals and objectives. The EPG will develop and execute implementation plans for software process improvement activities, serve as a focal point for all process issues, and establish Process Action Teams. The EPG will also be responsible for periodic software process assessments, maintaining a library of current processes, and maintaining communication between all established PATs and the Emenu Steering Group.

## Ground Rules

Meeting Frequency	The frequency of meetings will be to the needs of Emenu.
Decision Making	Consensus is the preferred decision making method for items within the Board's domain. If consensus cannot be made then the issue is raised to senior management for a decision.
Deliverables	Goals and objectives for the Emenu EPG. Each meeting will have an agenda and minutes. Action items will be tracked to closure. The board will maintain a current roster.
Archive	All material presented and collected during meetings will be archived.

## Member Responsibilities

### *EPG Director*

- Ensure the EPG is following the Steering Group's goals and objectives.
- Facilitate meetings.
- Ensure meeting minutes are kept, including attendee list.
- Track action items to closure.

### *Steering Group Lead*

- Communicate Steering Group's goals and objectives.
- Provide communication between Emenu Steering Group and the EPG.

### *Process Action Team Member*

- Provide communication between Emenu PATs and the EPG.
- Communicate issues between EPG and Steering Group.

### *Steering Group Lead*

- Communicate Steering Group's goals and objectives.
- Communicate issues between EPG and Steering Group.

### **Subject Matter Expert**

- Provide insight to specific subject matters.
- Provide input into project planning