

# PAT Charter

## Purpose

This charter defines the mission and responsibilities of an Emenu Process Action Team (PAT). It defines the relationship between an Emenu PAT and Emenu senior management.

## Mission

The mission of this Emenu PAT is to develop the process and procedures associated with the Project Planning process Area. This board is also responsible for development of the Project Planning task designed by the Emenu EPG.

## 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 Engineering Process Group (EPG) for a decision.
Deliverables	Each meeting will have an agenda, minutes, and work to a plan provided by the EPG. 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

### *Chairperson Responsibilities*

- To facilitate the meetings
- To ensure that meeting minutes are kept, to include attendee list
- To track action items to closure

### *EPG Representative*

- To ensure that PAT is following the EGP objectives.
- To communicate issues between the PAT and the EPG.
- Ensure all documentation developed complies with CMMI.

### *Technical Staff Members*

- Review material as presented.
- Submit process improvement ideas.
- Develop documentation as directed by the PAT.