

The Consolidated Messaging Project is entering a new phase and an update was needed for the roles and responsibilities portion of the Project Charter. The information below amends Section 3 of the Consolidated Messaging Project's Charter dated 4/14/2008 and is effective 1/5/09

Role	Responsibility
ITRMC	<ul style="list-style-type: none"> • Provides project guidance and oversight as needed
CMP Executive Sponsor	<ul style="list-style-type: none"> • Sets strategic direction and determines the scope of the project • Sets project priorities • Provides financial and human resources • Assists with solutions related to any identified barriers
CMP Executive Oversight Committee (EOC)	<ul style="list-style-type: none"> • Advises executive sponsor and provides strategic guidance • Provides oversight to ICS system performance and customer satisfaction • Attends monthly EOC meetings • Annual review and approval of ICS Service Agreement (SA) • Provides a mechanism for neutrality for problem resolution
CMP Project Sponsor	<ul style="list-style-type: none"> • Delegated authority from Executive Sponsor to make authorized scope, budget and schedule decisions
CMP Project Oversight	<ul style="list-style-type: none"> • Provides independent assessment of project health • Provides monthly report to ESC and Executive Sponsor on project performance • Communication to stakeholders
CMP Project Manager	<ul style="list-style-type: none"> • Manages project resources, risks, schedule and budget • Manages project work plan and coordinates activities, resources and schedule with the Agency Project Manager (PM) • Implements project priorities • Responsible for Project Team, EOC and Executive Sponsor meetings • Contract manager and approves payments

Role	Responsibility
Agency Project Manger	<ul style="list-style-type: none"> • Agency designated person responsible for the successful migration of their agency to the ICS system • Manages agency resources, risks, schedule and budget • Manages agency work plan and coordinates activities, resources and schedule with the CMP Project Manager (PM) • Implements project priorities
CMP Agency Readiness Lead	<ul style="list-style-type: none"> • Team Lead • Identifies and documents short and long term business benefits • Provides assistance to agencies preparing for conversion to the new ICS system • Responsible for project communication activities
CMP Agency Readiness Team	<ul style="list-style-type: none"> • Identifies and documents short and long term business benefits • Responsible for project communication activities • Plans and prepares stakeholders for transition to new ICS system
CMP Project Coordinator	<ul style="list-style-type: none"> • Responsible for documenting project activities • Schedules meetings, tracks deliverables • Responsible for filing and maintaining final project deliverables
CMP Agency Technical Readiness Team	<ul style="list-style-type: none"> • Responsible for the technical assessment and migration of new agencies to the ICS system • Made up of project and agency staff