POLICY DEVELOPMENT WORKGROUP CHARTER

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| A. GENERAL INFORMATION |

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Coordinators/Facilitators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Strategic Plan Goal #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| B. PROJECT SUMMARY |

Background: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regulatory Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| C. WORKGROUP MISSION AND SCOPE |

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| D. KEY DELIVERABLES |

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| E. COMMUNICATION |

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| F. RISKS |

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| G. ASSUMPTIONS/CONSTRAINTS |

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| H. REFERENCES |

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| I. WORKGROUP MEMBERS |

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| **Roles** | **Name** | **Department** | **Email** | **Phone** |
| Executive Sponsor (s) |  |  |  |  |
| Team Facilitation and Policy Analyst |  |  |  |  |
| Subject Matter Experts |  |  |  |  |
| Process Development and Program Support |  |  |  |  |
| Communications and Other Staff as Necessary |  |  |  |  |