

**George Mason University  
Project Coordination Sub-Committee Charter**

**Purpose:** The Project Coordination Sub-Committee (PCS) was created to provide a regular mechanism for communication and coordination among Banner functional offices, Information Technology Services (ITS), and other stakeholders in the university community in the management of the Banner suite of systems and other ITS projects which impact Banner or functional operations.

**Roles and Responsibilities:**

- Review the Banner suite implementation and upgrade calendars, point releases, and patches and approve implementation/upgrade dates while resolving scheduling conflicts between units. PCS may refer decisions on prioritization and scheduling to the Portfolio Evaluation Committee (PEC) for large efforts.
- Review and approve Banner database refreshes.
- Communicate to stakeholders regarding planned changes and solicit feedback as necessary.
- Exchange cross-unit operations and scheduling information.
- Review, test, and approve changes in operations, rules, and validation tables which may have an impact on other Banner suite users. Review and approve cross-functional data standards to ensure data quality and integrity.
- Review and approve changes in Banner suite security processes and policies.
- Coordinate user testing.
- Track and communicate critical issues discovered during testing.
- Assess how other ITS projects impact Banner and aid in communication of outcomes.
- Participants may use the meeting as a forum to discuss Banner and non-Banner production problems or raise issues about any production service provided by ITS. As needed the chair will request that ITS representatives at the meeting report issues to the appropriate group in ITS and, as needed, request that representatives from ITS groups that do not normally attend the PCS come to the meeting to address issues.

**Structure and Procedural Rules:** The PCS reports to the PEC and is chaired by the manager of Banner Support, Data Governance and Program Management in ITS. The PCS will meet weekly, the chair will create an agenda for the meetings and distribute it at least one business day prior to the meeting and issues that cannot be resolved by the PCS will be escalated to the PEC.

**Membership:**

At least one representative from the following Banner Functional Offices (BFO) will serve:

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| • Divisional Operations and Planning,<br>University Life | • Office of Financial Aid                               |
| • Human Resources/Payroll                                | • Office of Institutional<br>Effectiveness and Planning |
| • ITS Enterprise Applications                            | • Office of the Registrar                               |
| • Office of Admissions                                   | • Office of Sponsored Programs                          |
| • Office of Budget and Planning                          | • Student Accounts and Fiscal<br>Services               |