

# George Mason University Banner Portfolio Evaluation Committee (PEC) Charter

## ***Purpose:***

The Banner Portfolio Evaluation Committee (PEC) was created in order to monitor the alignment of Banner and Banner suite applications with Mason's institutional objectives, maximizing the benefits derived from these applications.

## ***Organization Structure:***

The committee is chaired by the Executive Director of Enterprise Applications. PEC meetings are used as a forum to keep committee members apprised of the status of projects that impact Banner and its suite of applications. Representatives from Mason units are regularly invited to PEC meetings to speak on projects or initiatives having a significant impact on the use of Banner and other administrative applications. The PEC also plays a major role in facilitating studies and other activity for the betterment of Banner and its suite of applications. The Project Coordinating Subcommittee (PCS) meets weekly and handles the operational aspects of Banner and Banner Suite applications. The PCS reports to the PEC.

The PEC acts in an advisory capacity to the Information Technology Governance Group (ITGG ) and does not prioritize projects. The PEC is regularly apprised of ITGG project rankings and feedback from the PEC is presented to the ITGG by the PEC chair.

## ***Roles and Responsibilities:***

The specific duties of the Portfolio Evaluation Committee includes the following:

- Approve individual release and upgrade schedules for Banner and Banner suite applications.
- Communicate to stakeholders regarding Banner direction, benefits, and migration path.
- In cooperation with the PCS, resolve inter-unit scheduling conflicts such as approving modifications to schedules to ensure that Banner upgrades or installations are performed without conflicting results.
- In cooperation with the PCS, assess periodically the requirements of upgrade and enhancement policy for migrating changes into production and modify as needed.
- Review and provide feedback on ITGG prioritizations for Banner or Banner suite related projects.

## ***Procedural Rules:***

- The PEC will set its own schedule for meeting times and frequency (usually but not necessarily on a monthly basis).
- The PEC chair will create an agenda for the meetings and distribute at least one business day prior to the meeting.

## ***Committee Membership:***

IT Directors or Senior Staff for units on campus designated as Banner Functional Offices (BFO) are members of the PEC along with designated staff from ITS Enterprise Applications.

### Committee representation:

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