

# **CII FRONT END PLANNING COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Approved 03-08-2018)**

## **1. Purpose**

The Front End Planning Community for Business Advancement (CBA) is a formal venue for the exchange of knowledge relative to Front End Planning processes, procedures, tools and lessons learned for all types of capital projects to enhance the performance of capital facilities projects.

A primary purpose of the Front End Planning CBA is to develop a standard template or roadmap for Front End Planning that will set the stage or create the environment to support the implementation of industry best practices, improved work processes, and technology that will deliver significant improvements for capital project efficiency and effectiveness.

The Front End Planning CBA is composed of members that share a vision of Front End Planning as a best practice to improve the effectiveness of capital project investments. The goal of its members is to communicate principles, practices, and tools for successful implementation of Front End Planning that leads to improved business outcomes.

The Front End Planning CBA is sponsored by CII's Strategic Planning Committee from whom it receives guidance and oversight on compliance with this charter.

## **2. Definitions**

Front End Planning (FEP) is the essential process of developing and transferring sufficient strategic information with which owners can address risk and make decisions to commit resources in order to maximize the potential for a successful project. FEP is often perceived as synonymous with front end loading (FEL), pre-project planning (PPP), feasibility analysis, programming and conceptual planning.

## **3. Scope**

The Front End Planning CBA (FEP CBA) will focus on Front End Planning principles and practices as applicable to the planning of capital facility projects. The FEP CBA is tasked with enabling effective Front End Planning and related practices to drive measurable improvements and will obtain and disseminate information relating to effective implementation of FEP for all types of capital projects and for all sectors in the construction industry. Knowledge sharing and communication will be key in this effort.

#### **4. Membership**

Participation in the Front End Planning CBA is limited to the following:

- CII members, and
- Academics with a research interest in Front End Planning.

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Support FEP CBA goals, deliverables, and the work of subcommittees
- Share knowledge, experiences, and lessons learned
- Conformance to CII Meeting Guidelines

#### **5. Key Roles and Responsibilities**

Positions with specific responsibilities are as follows:

- Front End Planning CBA Chair – The initial FEP CBA Chair is appointed by CII, and shall develop the agenda and preside over meetings and web conferences. The Chair will report annually to the Strategic Planning Committee on FEP CBA progress and activities. The term of the Chair shall be a minimum of one year.
- Front End Planning CBA Vice Chair – The FEP CBA Vice Chair shall assist the Chair in the development of the agenda for meetings and web conferences, and assume the leadership duties in the absence of the Chair. The Vice Chair is elected by the FEP CBA membership. If the Chair is an owner representative, the Vice Chair should be a service provider representative and vice versa. Following their term, or whenever a Chair steps down, the Vice Chair will become Chair and a new Vice Chair will be elected from the FEP CBA membership.
- Front End Planning CBA Academic Advisor – The FEP CBA Academic Advisor is selected by the FEP CBA membership and is responsible for:
  - Maintaining the FEP CBA collaboration site to allow ease of access to collected documents.
  - Determining the quality and appropriateness of documents to be posted, including obtaining permission from authors whose copyrighted documents or intellectual property are to be posted on the collaboration site.
  - Developing and posting FEP CBA meeting notes.
  - Onboarding new FEP CBA members and maintaining the roster
  - Tracking member participation as part of overall CII metrics.

The above will be supported by CII staff, as needed.

- Front End Planning CBA Subcommittees – Members may be asked to serve on subcommittees to achieve specific goals and deliverables. Subcommittee Leads will be appointed by the FEP CBA leadership, and should be considered in the succession planning for Vice Chair.

## **6. Communications Format**

- Conference calls and web meetings will be sponsored by a Front End Planning CBA member or by CII and held at least monthly.
- At least one face-to-face meeting will be held annually, as determined by the membership.
- Email and collaboration site communications will be an ongoing mechanism of communication that will take place between regular meetings.
- Meeting notes, presentations, and any other knowledge sharing deliverables will be summarized and posted on the collaboration site.

## **7. Deliverables**

- Establish and maintain Front End Planning related success enablers and implementation criteria for the purpose of achieving significant capital project efficiency and effectiveness.
- Support and encourage collection of data and development of metrics to advance Front End Planning.
- Identify current and leading-edge Front End Planning issues and provide collaborative comment/opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to FEP CBA members.
- Connect with research teams related to this topic area to provide input and commentary.
- Submit related research theme/topic nominations to the Funded Studies Committee and/or Sector Committees and participate as a resource.
- Participate and contribute relevant content to the CII Annual Conference.
- Maintain an updated collaboration site that documents FEP CBA activities.
- Report at least annually to the Strategic Planning Committee on FEP CBA membership, activities, and deliverables.
- Publicize the activities of the FEP CBA to the CII membership.

## **8. Key Interfaces**

- Strategic Planning Committee
- Other CII standing committees, sector committees, communities, and research teams, as needed
- CII Staff
- Outside speakers, as invited to present on a specific topic.

## **9. Critical Success Factors**

- Improved capital project performance, as the result of implementing Front End Planning principles and practices.
- Active owner and service provider participation, knowledge sharing, and learning.

- Regular growth of the body of knowledge presented on the Front End Planning CBA collaboration site.
- Front End Planning CBA deliverables are viewed by its members as a valuable contribution to CII programs and the construction industry.
- Activities are supported by CII and align with CII's Governance and Strategic Plan.