

Implementation Committee (IC) Charter (Revised Draft, 11/21/16)

1. Purpose

The purpose of the Implementation Committee (IC) is to ensure that CII members derive measurable business results from their deployment of CII research, products and services, while supporting sector and overarching research initiatives.

The IC looks beyond the capital projects benefits of CII research and towards helping member organizations recognize a return on investment (ROI) from their membership, through the efficient implementation of CII Best Practices.

2. Scope

The Implementation Committee will:

- Work with the AD of Implementation to design and develop modes of implementation that deliver successful member improvement; i.e., ‘design for implementation’.
- Identify, plan and coordinate the implementation support activities of the Institute.
- Ideate and guide on new implementation efforts.
- Assemble *ad hoc* implementation teams (as needed).
- Create metrics for and actively measures for implementation effectiveness to ensure business results are realized; i.e., ‘evaluate value of/for implementation’.
- Interface with member organizations to determine needs to improve the overall implementation of CII practices, tools and resources.
- Encourage member organizations to utilize resources from the Registered Advisor Program (RAP) where their support and change processes are valuable.
- Embed multiple IC members into sector committees to advise on and design end products, tools and services for implementation related to sector-specific and/or overarching research; i.e., ‘commercialization for implementation adoption’.
- Provide support and guidance related to implementation training programs, event development and the marketing of implementation benefits during the annual conference and other events.

3. Membership

Participation in the Implementation Committee is limited to the following:

- CII members, and
- Academics with a research interest in implementation.

As a condition of membership, the following responsibilities apply:

- Obtain a UT Electronic Identification (EID) logon
- Familiarize with IC SharePoint site
- Participate on a regular basis (attend conference calls and meetings)
- Participate in at least one IC focus area (e.g. research, membership, knowledge management, etc.)
- Conformance to CII Meeting Guidelines

4. Key Roles and Responsibilities

Leadership positions with specific responsibilities are as follows:

- Implementation Committee Chair – The IC Chair is initially appointed by CII, and shall develop the agenda and preside over meetings and conference calls. The term of the Chair shall be a minimum of one year. Following this term, the Chair will fold back into the IC and the Vice Chair will become the Chair. The Chair and Vice Chair will report periodically to the Sector Leadership Committee on IC progress and activities.
- Implementation Committee Vice Chair – The IC Vice Chair shall assist the Chair in the development of the agenda for meetings and conference calls, assume leadership duties in the absence of the Chair, and will become the next Chair. The Vice Chair is selected from the IC members. If the Chair is an owner member representative, the Vice Chair shall be a service provider member representative, and vice versa.
- Implementation Committee Academic Advisor – The IC Academic Advisor is appointed by CII and is responsible for:
 - Advising and facilitating the committee on the research process and developing implementation best practices derived from current state research.
 - Acting as a liaison to the Funded Studies Committee.
- Implementation Committee Associate Director Advisor – The IC AD Advisor is appointed by CII and is responsible for:
 - Maintaining the IC SharePoint site to allow ease of access to collected documents, including:
 - Determining the quality and appropriateness of documents to be posted on the site.
 - Obtaining permission from authors whose copyrighted documents or intellectual property are posted on the site.
 - Developing and posting IC meeting notes.
 - Onboarding new IC members and maintaining the roster.
 - Provide collaborative support between CII and sector leadership.
 - Assist with agenda items and logistics.

- Liaisons – IC Liaisons will be assigned to interact with sector committees/subcommittees to address specific topics or issues; and (on an as needed basis) with other standing committees.
 - IC Liaisons will be assigned in teams of two, one team per sector. Each team will have a Primary and Secondary Liaison such that no one individual is tasked to make every meeting or correspondence.
 - The IC Liaison’s primary responsibility is to actively review and discuss ongoing IC research and deliverables in order to ‘design-in’ implementation.

5. Communications Format

- Periodic face-to-face meetings will normally be held alongside other CII events. Initially, this will include Board of Advisor meetings, Annual Conference and the leadership meeting.
- Conference calls and web meetings will be sponsored by CII and held in-between face-to-face meetings as needed to conduct IC business.
- Email and SharePoint communications will be an ongoing mechanism of communication that will take place between scheduled meetings.
- Meeting notes, presentations, and any other IC deliverables will be summarized and posted on the SharePoint site.

6. Activities

- Implementation Process: Define the implementation priorities for all sectors and standardize where applicable. Develop and keep a list of relevant implementation research and/or implementation topics that will bring business value to members.
- Deliverables: Provide guidance on the consistent design of end-products, tools and services for implementation related to sector-specific and/or overarching research.
- Membership: Recruit and retain members within the IC to expand the committee and CII membership.
- Knowledge Management: Perform periodic reviews of CII’s Knowledge Base to determine relevance to implementation products/processes.
- Maintain an updated SharePoint site that documents IC activities.
- Measure and report periodically to the Sector Leadership Committee on IC research, membership, activities, and other deliverables.
- Publicize the activities of the IC to the CII membership.
- Develop an IC community through proactive engagement and onboarding of the individual Implementation Champions at member organizations.

7. Key Interfaces

- Sector Leadership Committee and Sector Committee Ambassadors
- Other CII standing committees as needed to deliver implementation research, products and services in order to accomplish our objectives
- Overarching research teams
- Implementation Champions
- CII Staff
- Other industry organizations, for example: PIP, COAA, etc.
- Communities of Practice

8. Critical Success Factors

- Process and Occupational Safety and Environmental Stewardship foremost in all that we do.
- Active owner, service provider and academic participation and knowledge sharing.
- IC deliverables are viewed by its members as a valuable contribution to their businesses and the construction industry, in addition to being able to demonstrate a return on investment (ROI).
- Activities are supported by the Sector Leadership Committee and align with CII's Next-Generation Governance Plan.
- IC efforts will result in more effective implementation of CII Best Practices, which are periodically benchmarked, as demonstrated in the Value of Best Practices report (latest version: PAC 2016-4).