

BUREAU OF LAND MANAGEMENT
RANGELAND ADMINISTRATION SYSTEM
PROJECT CHANGE MANAGEMENT BOARD CHARTER

This charter establishes the purpose, organization, and operating procedures for the BLM Rangeland Administration System (RAS) Project Change Management Board (PCMB). All references to "PCMB" or "board" in this document mean the Rangeland Administration System Project Change Management Board. Members of the board are identified in Attachment 1. Board membership may be changed without amending this charter.

The PCMB goal is to insure that RAS meets user needs and that it is as accurate, efficient, and user friendly as reasonably possible. BLM configuration management policies and procedures will provide the mechanisms for change control.

1. PURPOSE: The PCMB will:

- a. Represent all RAS users and make decisions for the benefit of the rangeland administration program.
- b. Solicit suggestions from RAS users to improve system usefulness and functionality.
- c. Categorize suggested changes into three categories: Bugs, Changes, and Enhancements.
- d. Evaluate, approve or disapprove suggested changes.
- e. Prioritize approved changes.
- f. Assign tasks to appropriate organizations or individuals.
- g. Notify system users and management about RAS changes.

2. MEMBERSHIP:

- a. Voting Board Members:
 1. Owners Representative (designated by the WO-220 Group Manager)
 2. Chairperson (designated by the WO-220 Group Manager)
 3. RAS User Representative
 4. Field Office RAS Users
 - a. State Office Rangeland Program Lead/Vice Chairperson
 - b. Field Office Manager
 - c. Field Office System Users
- b. Non-voting Board Members:
 1. RAS Project Lead
 2. RAS Technical Lead
 3. Board Secretary
 4. Technical advisors, developers, and data base administrators
 5. Representatives of other systems that interface with RAS

3. RESPONSIBILITIES: Board members are identified below and on attachment 1.

- a. Members: All board members will:
 1. Solicit, initiate, receive, review, and evaluate suggested RAS modifications.
 2. Prepare for meetings by studying pre-meeting material and proposed changes prior to meetings.
 3. Attend all board meetings. Alternates will attend in the absence of the primary representative.
 4. Voting board members will approve (approve, disapprove, or defer) suggested changes.
 5. Complete assignments made the board chairperson.
- b. Chairperson: The Chairperson will:
 1. Call board meetings as needed and determine the meeting format (onsite or by teleconference).
 2. Notify board members, and others that should be involved, of meetings.
 3. Act on all submissions to the board and consider the recommendations of all members and advisors.
 4. Make assignments to accomplish the board mission.
 5. Determine whether proposed changes are within the scope of the board's authority.
 6. Ensure that proper processes and procedures are followed.

- c. RAS User Representative - The user representative will:
 1. Be the primary point of contact for system users.
 2. Organize suggested changes in preparation for meetings.
 3. Assist the chairperson in preparing for board meetings.
 4. Work with the technical advisors in analyzing suggested changes.
- d. RAS Project Lead - the project lead will:
 1. Coordinate issues with states, record and data administrators, national IRMAC, and national centers.
 2. Ensure that system changes are documented and released according to BLM policies and procedures.
 3. Assure that documentation are accurate, complete, and up-to-date.
- e. Board Secretary - the secretary will:
 1. Prepare and distribute meeting agendas, minutes, and reports.
 2. Record assignments and track accomplishments.
 3. File agendas, minutes, and reports in the appropriate record systems.
 4. Prepare materials for use by board members in preparing for meetings.
- f. RAS Technical Advisors - the technical advisors will:
 1. Assist users in clarifying and documenting the type and extent of a suggested change.
 2. Make authorized changes and follow documented processes and procedures.
 3. Determine if problems are accurately defined and categorized and review discrepancies with the chairperson and board as necessary.

5. **BOARD MEETINGS:** Board meetings will be scheduled as often as necessary. At least one meeting will be held annually at a location determined by the board. Additional meetings may be held if needed. Additional meetings may be conducted by teleconferencing or other means if appropriate.

6. **PROCEDURES:**

- a. Members will study pre-meeting materials and be prepared to discuss, classify, and prioritize all items at the following meeting. The PCMB will evaluate the impact of additions and changes and determine the course of action to be pursued. These impacts may include: need, urgency, cost, and resources.
- b. Suggested changes will be categorized into three classes:
 1. Bugs: System problems that do not require system specification changes (the system is not operating according to specifications).
 2. Changes: System problems that require system specification changes (the system is operating according to specifications but there is a problem).
 3. Enhancements: Changes that would enhance system functionality and usefulness.
- c. Suggested Changes may be:
 1. Approved for prioritization, action, and deployment.
 2. Approved but deferred for later action.
 3. Disapproved: The suggested change will not be made to the system
- d. Prioritize Approved Changes:
 1. Changes will be prioritized based on urgency and need.
 2. Bugs will be of highest priority, unless there is a reasonable work-around. Bug fixes may be made prior to a board meeting (depending on severity), but must be reported and ratified at the next board meeting.
 3. Changes which must be made to comply with legislation or policy will be of highest priority, except as described in #2 above, unless resources are available to accomplish both.

SIGNATURE PAGE

_____ Date: _____ I Concur: _____ I Don't Concur: _____
System Owner Signature

_____ Date: _____ I Concur: _____ I Don't Concur: _____
Owner's Representative Signature

_____ Date: _____ I Concur: _____ I Don't Concur: _____
PCMB Chairperson Signature

_____ Date: _____ I Concur: _____ I Don't Concur: _____
RAS User Representative Signature

_____ Date: _____ I Concur: _____ I Don't Concur: _____
L&RPO Project Lead Signature

_____ Date: _____ I Concur: _____ I Don't Concur: _____
L&RPO Manager Signature

Attachment 1: RAS Project Control Management Board Members. Board membership may be changed without amending the charter. Voting members are denoted by an asterisk.

<u>Position</u>	<u>Name</u>	<u>Home Office</u>	
Owner's Representative*	Ken Visser	WO220	
Board Chairperson*	Ron Kay	Idaho State Office	
RAS User Representative*	Leon Pack	National Science and Technology Center	
State Range Program Lead*	Tom Forre	CO State Office	
Field Office Manager*			
RAS Project Lead	Jim Gegen	LR&PO	
RAS Technical Lead	Roy King	LR&PO	
PCMB Secretary			
FO System User*	Phil Cooley	AZ	Phoenix Field Office
FO System User*	Tara DeValois	CA	Surprise Field Office
FO System User*	Debbie Burch	CO	Montrose Field Office
FO System User*	Julie McChesney	ID	Boise Field Office
FO System User*	Sharon Gregory	MT	Lewistown Field Office
FO System User*	Helen Miller	NM	Roswell Field Office
FO System User*	Dave Drennon	NV	Battle Mountain Field Office
FO System User*	Dana Peterson	OR	Wenatchee Field Office
FO System User*	Connie Murdock	UT	Cedar City Field Office
FO System User*	Bob Nelson	WY	Casper Field Office

<u>Alternate Field Office Users</u>	<u>Home Office</u>	
Cindy Barnes	AZ	Lake Havasu Field Office
Pardee Bardwell	CA	Ukiah Field Office
Joan Larson	CO	Royal Gorge Field Office
Peggy Redick	ID	Challis Field Office
	MT	
Beverly Spencer	NM	Carlsbad Field Office
Lynnda Jackson	NV	Winnemucca Field Office
Julie Freeman	OR	Prineville Field Office
Jan Denny	UT	Moab Field Office
Alicia Giles	WY	Rock Springs Field Office