

# Committee and Workgroup Charter Template

May 14, 2013

**Purpose:** To provide information to the State's Chief Geospatial Information Officer and the Geospatial Technology Committee about the proposed MnGeo committee or workgroup. The information will help determine if the committee or workgroup should exist and if its mission supports MnGeo's priorities. Content of the charter should include the following:

## **Proposed committee/workgroup name or title:**

- What is the proposed committee/workgroup name?
- Version and date of this committee/workgroup charter. (Charters may need to be updated or revised over time.)
- Author and contact information

## **Problem Statement:**

- What is the purpose of the committee/workgroup? Explain why it should exist
- Provide concise background information
- What are the benefits of the committee/workgroup activity and who does it benefit? (Quantify if possible)
- Identify dependencies and relationships to other committees, workgroups and/or projects.

## **Product or Service to be delivered:**

- Identify what the specific products or outputs of committee/workgroup activity will be.
- What is the disposition of the product or service when the committee/workgroup has completed its work? Will follow-on activity, support or additional work be needed?

## **Resource requirements and timing:**

- What resources are anticipated to be needed? Quantify to the extent possible.
- When will the activity be completed? Provide significant milestones if possible.

## **Anticipated participants and their roles:**

- Executive Sponsor
- Committee/workgroup Chair
- Committee/workgroup Vice Chair
- Known or anticipated members
- Stakeholder groups