



STUDENT FINANANCIAL ASSISTANCE REQUIREMENTS DEVELOPMENT AND MANAGEMENT SUBGROUP CHARTER

1.0 Purpose and Scope

The purpose of the SFA Requirements Development and Management Subgroup (RDM) charter is to assign responsibility, authority, and direction, within the Subgroup, for establishing and deploying the Capability Maturity Model (CMM) Requirements Development and Management Key Process Area for the SFA organization.

The RDM Subgroup is responsible for developing and providing requirements development and management planning tools for the SFA organization. The scope of the RDM Subgroup is to:

- Develop and deliver requirements development and management planning tools and activities.
- Initiate requirements development and management planning activities in accordance with the Process Improvement Initiative at SFA.
- Facilitate the measurement of the requirements development and management planning processes in the acquisition of a system.

2.0 RDM Subgroup Responsibility

The RDM Subgroup, during the Subgroup's life span, has the responsibility and the authority to:

- Develop processes for System Acquisition RDM within SFA;
- Develop procedures for System Acquisition RDM within SFA;
- Develop templates and job-aids for System Acquisition RDM within SFA;
- Enable SFA System Acquisition Managers to perform System Acquisition RDM in consistent repeatable way.

3.0 RDM Subgroup Sponsor

The SFA Chief Information Officer sponsors the CMM Software Process Improvement Program. The Executive Sponsor of the SAPG is the Deputy CIO of E-Commerce Application Development (eCAD). The SAPG directly sponsors the Requirements Development and Management Subgroup.

4.0 Executive Steering Committee

The CMM Executive Steering Committee oversees the activities for process development and implementation. The SAPG receives guidance from the CMM Executive Steering Committee.

The CMM Executive Steering Committee consists of the eCAD Deputy CIO, the SAPG project lead, the Director of Acquisitions, and a Modernization Partner Executive.

5.0 RDM Subgroup Membership

The RDM Subgroup membership consists of Core Members. The identification of RDM Subgroup members is found below:

- a. Core Members participate in all RDM Subgroup activities and attend all RDM Subgroup meetings. The Core Members are:
 - RDM Subgroup Team Lead
 - Modernization Partner Lead
 - Communication Lead
 - Process specialists
 - Resource Librarian
 - Representative from the CIO Organization
 - Representative from the CFO organization
 - Representatives from the Channels/Enterprise Areas
 - Subject Matter Expert (SME)

- b. Stakeholder Members participate as needed. Stakeholder guidance will be solicited periodically by the RDM Subgroup Team Lead to obtain insight, additional data, and concurrence on the implementation of the Requirements Development and Management processes. The Stakeholder Members are representatives from:
 - SAPG Group
 - CIO Organization
 - Investment Review Board (IRB)
 - Integrated Product Teams (IPT) Projects
 - CFO Organization

- c. Subgroup members are considered subject matter experts and are selected from:
 - Stakeholder Organizations and
 - Modernization Partner

6.0 RDM Subgroup Conduct of Operations

The RDM Subgroup will meet on a weekly basis or as needed. All documents to be reviewed will be sent to the core members prior to the meeting. All core members should review the materials prior to the meeting.

If a core member cannot attend, they must send a representative from their organization and/or send review comments to the RDM Subgroup lead prior to the Subgroup meeting.

The RDM Subgroup makes timely decisions via consensus. If the RDM Subgroup is unable to reach a consensus, the RDM Subgroup Leader will refer the issue to the SAPG Group for resolution. The outcome of the meeting will be documented in the meeting minutes.

7.0 Requirements Development and Management Approach:

The RDM Subgroup develops and maintains an approach for the Requirements Development and Management Key Process Area (KPA) modeled after the SA-CMM structure. The Requirements Development and Management approach defines the activities to be performed, the schedule for the activities, and required resources. The Requirements Development and Management approach is reviewed by the Stakeholders and approved by the CMM Executive Steering Committee and the SAPG Group.

Authorization Page

This charter was reviewed and approved by:

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____