



STUDENT FINANANCIAL ASSISTANCE SYSTEM ACQUISITION PLANNING GROUP SUBGROUP CHARTER

1.0 Purpose and Scope

The purpose of the SFA System Acquisition Planning Subgroup (SAP) charter is to assign responsibility, authority, and direction, within the Subgroup, for establishing and deploying the Capability Maturity Model (CMM) System Acquisition Planning Key Process Area for the SFA organization.

The SAP Subgroup is responsible for developing and providing system acquisition planning tools for the SFA organization. The scope of the SAP Subgroup is to:

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

2.0 SAP Subgroup Responsibility

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

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

3.0 SAP 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 System Acquisition Planning 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 SAP Subgroup Membership

The SAP Subgroup membership consists of Core Members. The responsibilities and identification of SAP Subgroup members are defined below:

- a. Core Members participate in all SAP Subgroup activities and attend all SAP Subgroup meetings. The Core Members are:
 - SAP 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 SAP Subgroup Team Lead to obtain insight, additional data, and concurrence on the implementation of the System Acquisition Planning processes. The Stakeholder Members are representatives from:
 - SAPG Group
 - Decision Support Group (DSG)
 - Investment Review Board (IRB)
 - Integrated Product Teams (IPT) Projects

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

6.0 SAP Subgroup Conduct of Operations

The SAP 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 SAP Subgroup lead prior to the Subgroup meeting.

The SAP Subgroup makes timely decisions via consensus. If the SAP Subgroup is unable to reach a consensus, the SAP 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 System Acquisition Planning Approach

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

8.0 Authorization Page

This charter was reviewed and approved by:

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____