



STUDENT FINANANCIAL ASSISTANCE SYSTEM ACQUISITION PROCESS GROUP CHARTER

1.0 Purpose and Scope

The purpose of the Student Financial Assistance (SFA) System Acquisition Process Group (SAPG) charter is to assign responsibility, authority, and direction for establishing and deploying the Capability Maturity Model (CMM) System Process Improvement Program across the SFA organization. Along with the CMM Executive Steering Committee and Stakeholders, the SAPG is responsible for institutionalizing essential process capabilities throughout SFA.

The scope of the SAPG is to:

- Ensure that process development, management and continuous improvement become an integral part of the system acquisition, development, deployment and support activities across SFA.
- Provide technical advice and support to the project teams.
- Act as the primary implementation entity of the SFA System Process Improvement Program to obtain progressively higher maturity levels of system acquisition processes.
- Facilitate the measurement of the process improvement program and SFA's overall improvement in the acquisition and delivery of system.

2.0 SAPG Responsibility

The SAPG has the responsibility and the authority to:

- Provide the primary management support functions of the CMM implementation project;
- Develop and deploy a Change Control Process for the SDLC and CMM Key Process areas;
- Support the maintenance and enhancement of the SDLC and the delivery of Release 2.0 of the SDLC;
- Provide periodic progress report and overall project management support;
- Coach and support the SDLC;
- Plan for future process improvement efforts involving CMM and the SDLC.

3.0 SAPG Sponsor

The SFA Chief Information Officer sponsors the CMM System Process Improvement Program. The Executive Sponsor of the SAPG is the Deputy CIO E-Commerce Application Development (eCAD).

4.0 CMM 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 Director of Acquisitions, and a Modernization Partner Executive.

5.0 SAPG Membership

The SAPG membership consists of Core Members, Stakeholders and Subgroups. The responsibilities and identification of SAPG members are defined below:

- a. Core Members participate in all SAPG activities and attend all SAPG meetings. The Core Members are:
 - SAPG Leader
 - Modernization Partner Lead
 - Acquisition Lead
 - Quality Assurance Manager
 - CMM Project Manager
 - Organizational Development Lead
 - Communication Lead
 - Training Lead
 - Resource Librarian
 - Stakeholder Liaison
 - Subgroup Leaders

- b. Stakeholder Members participate as needed. Stakeholder meetings are called periodically by the SAPG Leader to obtain insight, additional data, and concurrence on the implementation of the System Process Improvement Program. The Stakeholder Members are representatives from:
 - CIO Organization
 - Integrated Product Teams (IPT) Projects
 - Legacy System Owners
 - Operating Partners

- c. Subgroups are established as needed by the Core SAPG to develop, maintain, and rollout key processes. The Subgroup Leaders are also Core members of the SAPG. Subgroup members are considered subject matter experts and are obtained from :
 - Stakeholder Organizations and
 - Modernization Partner

6.0 SAPG Conduct of Operations

The SAPG makes timely decisions via consensus. If the SAPG is unable to reach a consensus, the SAPG Leader will refer the issue to the CMM Executive Steering Committee for resolution.

7.0 System Process Improvement Plan

The SAPG develops and maintains a plan for process development and improvement based upon the CMM assessment. The System Process Improvement Plan defines the activities to be performed, the schedule for the activities and required resources. It also specifies the Subgroups and individuals responsible for the activities. The System Process Improvement Plan is reviewed by the Stakeholders and approved by the CMM Executive Steering Committee.

Authorization Page

This charter was reviewed and approved by:

Signature _____ Date _____
SFA Chief Information Officer

Signature _____ Date _____
Director, Acquisitions and Contract Performance

Signature _____ Date _____
Deputy CIO E-Commerce Application Development

Signature _____ Date _____
Modernization Partner Executive