

Region 3 Operations Manual Update

**Region 3 Committee Meeting
18 August 2011**

Two Pronged Attack

- Correct differences in Ops Manual to match current operating practices
- Move toward a “function based” operations manual that also contains policy and organization structure

Policy – Function - Action

- Policy defines...
 - Why and Scope / Limits
- Function defines...
 - What and Performance Metrics
- Action defines...
 - How and When / Schedules

Current State of Bylaws and Operations Manual

- Policy and Work Calendar
- Focused primarily on Governance
- Contains some Deliverables
- Text based and not easily used on a regular basis
- Missing Performance Metrics except for Financial Parameters
- Needs updating to reflect Organization Structure changes

Region 3 Entities and Relationships

- Major Functional Areas
 - Governance
 - Administration
 - Member / Volunteer Oriented Actions
 - Industry/University/Public Interface
 - Project Planning and Control
- Organization Structure
 - Roles and Responsibilities
 - Performance Metrics
- Region Performance Calendar

Project Status

- Developing initial project plan
- Researching Modeling Methodologies
- Constructing Strawman Metadata model
- Call for Volunteers

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