



**Draft**

## ADH Steering Committee Charter

**Overview:** [Sections below describe the reason for the committee including information on its purpose and whether it is supporting any corporate strategic goals, mandates or other business requirements]

**COMMITTEE GOAL/MISSION:** Serve as the primary leadership body to enable impactful, efficient and transparent delivery of our Data applications, while also providing deep engagement and visibility into Analytics Data Hub (ADH) Project Status.

**COMMITTEE PURPOSE:** Lead implementation of enterprise data applications in the ADH, enabling alignment, transparency, resourcing and impactful execution.

**Operating Guidelines:** [Sections below describe operating guidelines that will provide structure around committee meetings including membership, chairs, meeting frequency and other relevant information.]

**EXECUTIVE SPONSOR(s):** [ ]

**CHAIR(s):** [ ]

**MEMBERSHIP:** Membership includes representatives from key implementation teams, IT leadership, business unit stakeholders, and financial oversight members, including the following voting members:

Voting Members			
Name	Title	Department	Responsibilities
Robyn Schmierer	Sr. Director, Analytic Hub	AAS	
Jackie Dillon	Sr. Director, Actuarial – Physician & AQC	NPC	
Wei Ying	Sr. Director, Performance Analytics	PMI	
Mke Mangini	Director, Data Science	AAS	
Karen Hayes	Director, Financial Systems	Controller	



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Voting Members			
Name	Title	Department	Responsibilities
Non-Voting Members			
Name	Title	Department	Responsibilities

Membership will be reviewed and updated no less than annually by the Committee Chairs.

**MEETINGS:** This group meets monthly.

**Activities:** Review Value Streams status, address risks and issues, approve key decisions, and monitor progress against objectives.

**Agenda:** Prepared by Value Stream/Program Manager and shared before the meeting

**Minutes:** Recorded by a designated member and distributed within two business days.

The frequency of the meetings will be reviewed on a yearly basis. Committee members are expected to attend all meetings but may be represented by an appropriate replacement in their absence.

**Responsibilities:** [The sections below describe what the committee will do, how work will be measured, how work will be reported to others outside the committee and the scope of allowed committee actions and decisions.]

**OBJECTIVES:** The committee members are responsible for leading the decision making as they collaborate on key action items and opportunities, including:

- Reviewing Data Application–Level Progress:
- Assessing the status of ADH Initiatives and ensure timeline alignment
- Providing feedback and recommendations to address any identified challenges, communication gaps, and training needs

**DECISION-MAKING:** The committee addresses cross–functional issues and escalates as needed to the appropriate business and ET leadership. **to resolve issues identified by the group, thol**Issue

**Resolution:** Escalate unresolved issues to the appropriate leadership

- Monitor progress of ADH data implementation and user integration.
- Address cross–functional issues and escalate as needed.



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**EXPECTED OUTCOMES:** Ensure business owned applications are prioritized and enabled for the ADH platform as needed to support the company's key objectives and priorities.

**REPORTING STRUCTURE OF COMMITTEE:** [Outline reporting obligations of the committee including who will receive reports and the cadence for reporting.]

### CONFIDENTIALITY

In conducting its business, members of the Committee will take special care, consistent with the Company's Code of Ethics and Conduct (the Blueprint) to protect the confidentiality of sensitive information it receives.

### CONFLICTS OF INTEREST

Committee members will promptly disclose any conflict of interest they may have with respect to any matter to be discussed by the Committee.

**POLICIES:** [To the extent the committee is governed by or responsible for oversight of any policies list those policies.]

**ANNUAL REVIEW:** The Committee Charter will be reviewed and updated annually, and when significant changes occur such as leadership changes, changes in focus to respond to revised corporate priorities, changes in reporting, changes in decision making authority and/or structure, and/or responding to external changes such as regulatory updates.

**Document Information:** [Version control and record of annual review and updates.]

### REVISION HISTORY:

Version	Date	Revision Summary

### DOCUMENT OWNER:

Name	Organization



MASSACHUSETTS

## ADH Steering Committee Charter

**REVIEWERS:**

Name	Division	Versions