



## ET Project Portfolio 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:** Effective financial and technological management of the Corporate Project Portfolio.

**COMMITTEE PURPOSE:** Review project proposals/business cases and changes to in-flight projects. The changes can be related to scope, schedule and/or budget.

**Operating Guidelines:** ET (Enterprise Technology) and Finance will manage the intake, review, approval and potential escalation of new project requests, executive summaries and change requests.

**EXECUTIVE SPONSOR(s):** Tony Centrella

**CHAIR(s):** Tony Centrella & Prem Somasundaram

**MEMBERSHIP:** [Can be in the document or attached as an appendix, provide a brief description of the basis or qualification for membership if applicable]

Voting Members			
Name	Title	Department	Responsibilities
Tony Centrella	SVP	Financial Services	Budget planning and oversight
Prem Somasundaram	CIO	Enterprise Technology	Deployment and oversight of all technology
Non-Voting Members			
Name	Title	Department	Responsibilities
Peter Clemons	Sr. Director	Financial Services	Pre-Reviews and Agenda Management



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Voting Members			
Name	Title	Department	Responsibilities
Sherlly Barillas	Manager	Financial Services	Pre-Reviews and Agenda Management
Lauren Segretta	Director	Enterprise Technology	Pre-Reviews and Agenda Management
Kerry Timilty	Sr. Director	Enterprise Technology	Pre-Reviews and Agenda Management
Jessica Martinez	Consultant	Enterprise Technology	Pre-Reviews and Agenda Management
Rafael Garcia	VP, Engineering	ET	Enterprise Technology execution

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

**MEETINGS:** Bi-weekly, one hour

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. Other Business and ET representatives will attend to support the agenda related to their specific project.

**Responsibilities:** Executive summaries and change requests (standardized documentation) is reviewed with questions asked and answered. The end result of each review is approved, declined or deferred for additional information. The results are documented centrally and communicated to representatives.

**OBJECTIVES:** Tactical management of the corporate business plan in alignment with the broader corporate strategy and financial goals.

**DECISION-MAKING:** SVP Finance and CIO review and judge each submission based on proposed business value. In many cases the value is qualitative in nature or required (mandate/audit/security).

**EXPECTED OUTCOMES:** Submissions come out of the review with a direction of approved, declined or deferred.

**REPORTING STRUCTURE OF COMMITTEE:** The outcome of review for each project is documented and emailed to the relevant participants.



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### 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

### REVIEWERS:

Name	Division	Versions