

DRAFT Steering Committee Charter

Critical Infrastructure
Protection Center
At Mississippi State University

DRAFT (TO BE REVIEWED AND APPROVED BY THE STEERING COMMITTEE)**A Purpose of the Steering Committee****Primary Functions**

The primary function of the Steering Committee is to participate in the planning and oversight of the Bagley College of Engineering Critical Infrastructure Protection Center (CIPC) and to advise its director on training endeavors that it undertakes. The CIPC Steering Committee will monitor and review the project status, as well as provide suggestions on its future plans.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The Steering Committee provides insight on long-term strategies in support of State and Federal mandates as well as the best interests of MSU. Members of the Steering Committee ensure CIPC objectives are being adequately addressed and the project remains under control. In practice these responsibilities are carried out by performing the following functions:

- Monitoring and review of the project at regular Steering Committee meetings twice per year;
- Providing assistance to the projects (on a voluntary basis only);
- Reviewing project scope as emergent issues force changes to be considered, ensuring that scope aligns with the CIPC Charter as well as the objectives of the project sponsor and key stakeholder groups;
- Formal review of project deliverables.

Ancillary Responsibilities

The Steering Committee is responsible for recommendations and guidance with respect to major project elements such as:

- Prioritization of future projects;
- Quality of deliverables as identified in the project task order;
- Review of schedule;
- Risk management strategies, ensuring that strategies to address potential threats to the project's success have been identified, estimated and approved, and that the threats are regularly re-assessed;
- Project management.

B Steering Committee

Membership

In addition to the Director, CIPC as *ex-officio* member, the Steering Committee will consist of the following stakeholder members:

| Name | Role | Agency |
|----------------------|-----------------------------|---|
| Dr. Benjamin Thomas | Project Sponsor | ORNL |
| Dr. Roger King | Associate Dean, Research | James Worth Bagley College of Engineering, MSU |
| Mr. Joel Lofton | State Homeland Security | Mississippi Office of Homeland Security |
| Dr. Susan M. Bridges | Co-Director | Institute for Digital Biology, MSU |
| Dr. David A. Dampier | Director | Southeast Regional Forensics Training Center, MSU |
| Ms. Ronda Henning | Senior Scientist | Harris Corporation |

Role of a Steering Committee member

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals committed to building professionalism in this project. Steering Committee members are not directly responsible for managing CIPC project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued by the CIPC;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the project;
- Ensure the project's outcomes meet the requirements of critical infrastructure/key resource owner/operators and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the Director CIPC;
- Consider ideas and issues raised;
- Check adherence of CIPC activities to standards of best practice both within the organization and in a wider context;
- Foster positive communication outside of the CIPC and MSU regarding progress and outcomes.

C Steering Committee Meetings

Meeting Schedule and Process

The Steering Committee will meet twice per year or as required to keep track of issues and the progress of the CIPC and on-going statewide/regional support to its stakeholders. The Director, CIPC will organize and schedule the meetings.

The chair of the Steering Committee will be determined by vote of the committee members.

The Director, CIPC will prepare the Agenda for Steering Committee Meetings.