

# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## ARLIS/NA Project Charter Workflow

This step-by-step process describes the typical flow of a project charter from the proposal phase to approval by the ARLIS/NA board, and subsequent addition to the action scorecard. The power of the scorecard is in its transparency; this can only be achieved through consistent, speedy communication between all parties listed below.

Any *group* recognized by the ARLIS/NA board (committee, SIG, division, or other) may propose a charter. The group must designate a *contact* to represent them throughout the life of the project charter. *Board Liaisons* are the primary conduit through which project charters may be submitted for approval by the group's contact. The *ARLIS/NA Secretary* serves an important role in updating the action scorecard. The *ARLIS/NA Board* expects all proposed project charters to be aligned with the Society's [Core Values and Strategic Directions](#).

1. First, review the [action scorecard](#) to check and see if there is already a similar approved project or activity (login is required for the member's side of the ARLIS/NA website).
2. Communicate with the appropriate Board Liaison (found in the [ARLIS/NA Organizational Chart](#)) about the initial idea for the project charter. Solicit and incorporate any feedback into the group's plans as appropriate.
3. Review and complete the [project charter document](#) (login is required for the member's side of the ARLIS/NA website).
4. The committee or group should then choose a representative to serve as a contact for the project charter. This person will submit the project charter to their Board Liaison.
5. The liaison should submit the project charter to the full board to review.
6. The board will either vote favorably upon the project charter, or to return it to the group for revisions with comments. The charter may be resubmitted after revision.
7. Once approved, the ARLIS/NA Secretary will update the action scorecard immediately to reflect the new project charter.
8. The group's contact is responsible for notifying the Secretary of status changes in a timely manner following the initial approval. For example the ongoing project status of the project charter (including major milestones achieved), and when the project has been completed.
9. All completed projects will be removed from the action scorecard following the annual Membership meeting, and archived by the ARLIS/NA Secretary.