*Snake River Chapter* 

2016 Chapter Plans

Strategic and Operational Plans

Prepared and approved:

 /signed/ 4/13/2016

President Date

 /signed/ 4/13/2016

Secretary Date

1. Introduction

The Snake River Chapter of the International Council on Systems Engineering (INCOSE) was formed in Southeast Idaho during1995 when Lockheed Martin was the Idaho National Laboratory contractor.

1. Chapter Officer Training
	1. Snake River Chapter officers will be given INCOSE officer training website address information immediately after being elected or appointed.
	2. During Snake River Chapter Board of Directors meetings INCOSE officer training will be provided to ensure all board members receive said training.
2. Strategic planning
	1. Mission
		1. INCOSE’s Mission: Share, promote and advance the best of systems engineering from across the globe for the benefit of humanity and the planet.
		2. Snake River Chapter mission aligns with the INCOSE mission.
	2. Vision
		1. INCOSE’s Vision: The world's authority on Systems Engineering.
		2. Snake River Chapter Vision: The region’s authority on Systems Engineering.
	3. Values
		1. INCOSE and Snake River Chapter Values
* Systems Thinking – thinking and acting to apply systems approaches to address complex challenges and thus to realise successful sustainable solutions.
* Pioneering and Innovation – taking opportunities ourselves or with partners to evolve systems approaches to meet future challenges.
* Learning and Development – life-long learning with a changing world through education and continuing professional development, covering both technical and leadership competencies.
* Respect, Diversity, Collaboration – building and maintaining respectful relationships internally and externally in order to enable effective collaboration across the diverse community.
* Individuals – the importance of people, their intellect and influencing skill, to support complex decisions and to deliver enduring change.
* Volunteerism – volunteers and staff working together to achieve our objectives and to deliver benefit to our members, individuals and society.
	1. Objectives
		1. Snake River Chapter Objectives: To support Chapter membership and establish a structured program targeting professional development. The focus will be on the following areas to accomplish the objective:
			1. *Provide a regional focal point for dissemination of systems engineering knowledge*.
				1. The Snake River Chapter seeks to provide means for the dissemination of SE knowledge to Chapter members, to consumers of SE in government and industry, and to the community at large.
				2. *Invite speakers to brown bag sessions who can disseminate systems engineering (SE) knowledge and experience.*
				3. *Provide forums to foster collaboration in SE practice, education and research.*
				4. *Provide a chapter program that encourages governmental, contractor, and industrial support of the Chapter.*
			2. *Demonstrate and practice professional standards for integrity in SE.*
			3. *Improve the professional status of all persons engaged in the practice of systems engineering.*
				1. *The Snake River Chapter seeks to improve the professional status of Chapter members through training, education, and support for certification.*
		2. Snake River Chapter Stakeholders
			1. Individual INCOSE Members within the geographic domain of the Snake River Chapter
			2. INCOSE international organization
			3. Secondary stakeholders include systems engineers who are not yet affiliated with the Snake River Chapter, academic institutions that provide technical and engineering education, Governmental and civic organizations and professional societies whose members collaborate with systems engineers.
1. Operational Planning
	1. Officers
		1. Snake River Chapter Officers

Michael Darby, President

Kirt Jamison, Past-President

Devin Imhote, Secretary

TBD, Treasurer

Marci Merrick, Communications & Program

Jody Henley, Membership

Phyllis King, Awards

John Collins, Certification

Jodi Grgich, Special Projects

Ron Klingler, INL Liaison

* + 1. Snake River Chapter Officers terms:

Terms for all chapter officers are one year, though due to the relatively small number of chapter members, officers other than the President often serve for multiple years.

* + 1. Officer Responsibilities

RASI – Responsible/Authorize/Support/Inform.

* R - Responsible for the activity
* A - Authorizes/Approves
* S - Support the activity
* I – Keep informed about the activity

RASI for Officers

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Pres | PresElct/VP | Sec/Tres | PastPres | Award | Comm | Memb |
| Provide leadership to the profession, the Board and the membership | R | R |  | R |  |  |  |
| Plan and chair regular Board and chapter meetings  | R | S | S | S |  |  |  |
| Manage all aspects of the chapter, whether internal, within INCOSE or external. Represent the chapter to INCOSE, and work with other chapter officers to ensure the interests of the chapter and INCOSE are properly represented | R | S | S | S |  |  |  |
| Use Chapter Awards criteria as metrics to evaluate progress | S |  |  |  | R |  |  |
| Identify, encourage, and mentor prospective chapter leaders | R | S | S | R | S | S | S |
| Mentor elected officers by setting expectations and offering guidance with issues that arise. | R |  |  | R |  |  |  |
| Vice President(s), Secretary, and Treasurer report to the President.  |  | R | R |  |  |  |  |
| Conduct elections for the following year  | R | S | R | S |  |  |  |
| Update new list of officers in Connect and notify INCOSE by January 31 | S |  | R |  |  |  |  |
| Tracking/evaluation of plans and results & submitting for INCOSE Chapter Recognition | S |  |  | S | R |  |  |
| Recruiting new members of leadership team | S | S | S | S | S | S | R |
| Chapter Development – speakers for chapter meetings, tutorials | S | S | S | S | S | R | S |
| Membership – recruiting, retention/renewal | S | S | S | S | S | S | R |
| Ambassador/Promoters, CAB | R |  |  |  |  |  |  |
| Communications – event promotions, newsletters, website | S | S | S | S |  | R |  |
| Record minutes of chapter and Leadership Team/ Board meetings  | S |  | R | S |  |  |  |
| Prepare an annual budget | S | S | R | S |  |  |  |
| Administer chapter income and payments with appropriate approval  | A |  | R |  |  |  |  |
| Report income and expenses regularly at Board meetings |  |  | R |  |  |  |  |

* 1. Chapter events

Chapter events are planned around the themes/topics identified from the Chapter Objectives developed for the current year.

* + 1. Snake River Chapter Events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month | Type of Mtg | Theme | Possible Presenters | Other Notes |
| 1st Quarter | Board of Directors | Training, Refining chapter plans | On-line INCOSE training modules |  |
|  |  |  |  |  |
| 2nd Quarter | Chapter Social | Networking | Location: TBD |  |
|  | Board of Directors | Training |  |  |
| 3rd Quarter |  |  |  |  |
|  | Board of Directors | Training |  |  |
| 4th Quarter |  |  |  |  |
|  | Board of Directors | Training |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + 1. Event Detailed Planning Sheets. Work sheet to finalize details for each event

|  |  |
| --- | --- |
| Event |  |
| Type |  |
| Date/Time |  |
| Location(s) & contact(s) info |  |
| Event Coordinator contact info |  |
| Main Topic |  |
| Presenter/Lead & contact info |  |
| Anticipated Attendance |  |
| Snacks/Food Respons/contact info |  |
| Equipment Needed |  |
| Webcast Coordinator & contact info |  |
| Webcast Locations |  |
| Budget |  |
|  |  |

* + 1. Event Attendance Sheet

Attendance will be recorded for each Chapter event. An example sheet is provided below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event |  | Date |  |  |
| Name | CompanyOrganization | Email | Member? | Send Chapter Info? |
|  |  |  |  |  |
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* 1. Snake River Chapter Communications Plan
		1. Purpose and Objective

In order to achieve Chapter objectives, the Chapter must assure timely and effective communication to all of the Chapter members involved with INCOSE. This Communication Plan will serve as the basis for the planning and execution of all communication. This will encompass, but is not limited to, communication to and from the Snake River Chapter Board of Directors, Chapter members, employees, the public, and INCOSE headquarters. It will also discuss the vehicle of communication and frequency.

Objective: Ensure open and timely communication for the Chapter by providing appropriate information to the people who need it. All Chapter members should understand their role and the specific activities for which they are responsible as well as receive information regarding Chapter and INCOSE events.

* + 1. Communication Types & Vehicles

This section outlines the types of communication that may be used as part of the Snake River Chapter. All types of communication must be addressed to ensure that communication flows to all necessary members when they need it.

Communication cannot be limited to any one method or vehicle. It comes in many forms and must follow guidelines and an appropriate level of formality to ensure knowledge and information transfer.

The following is a list of vehicles that will used to enable communication. This list is not extensive and could grow throughout the term of the Chapter.

* Email
* Informal word of mouth
* Board of Director meetings
* Conference calls
* Newsletter
* Web
* Formal correspondence
	+ 1. Communication Responsibilities

The communication plan is the detailed list of items to be communicated, to whom they are communicated, and when they are to be communicated.

The following is a list of the communication methods with this document:

| **Activity** | **Vehicle / Tool** | **Responsible** | **Audience** | **Frequency** |
| --- | --- | --- | --- | --- |
| Discuss BoD goals and timeline | Email | Chapter President | Members | As needed/required |
| Upcoming BoD elections | Email | Chapter President | Members | As needed/required |
| Recognize accomplishments | Newsletter | Communications  | Members | Monthly |
| Announce upcoming events/socials | EmailNewsletter | Communications | Members | As needed/required |
| INCOSE general announcements | Email | Chapter President | Members | As needed/required |

Chapter leadership and members are expected to adhere to professional and courteous communication at all times to facilitate effective communication and chapter cohesiveness.

The Chapter President will distribute a meeting agenda at least 2 days prior to any scheduled meetings. All invited members are invited to review the agenda prior to the meeting and be ready to participate.

All email pertaining to Chapter business should be professional, free of errors, and provide succinct communication.

Informal communication between Chapter members is encouraged and may be necessary for certain types of communication to Chapter members. Any issues, concerns, or updates that arise from informal discussion between Chapter members should be communicated to the Chapter President so appropriate action may be taken.

* + 1. Website Plan

|  |  |
| --- | --- |
| Where Hosted – ISP, web URL | INCOSE Website |
| ISP contact info |  |
| Webmaster contact info | Michael Darby 208-533-7235  |
| Webmaster backups contact info | Marci Merrick, 208-526-1952 |
| Cost per month if not free |  |
| Planned update frequency | Monthly and as needed |
| Days prior to events that information is due to webmaster | 30 |

### Semi-Annual Newsletter

|  |  |
| --- | --- |
| Form – hard or soft copy | Soft copy |
| Target length | 2 pages |
| Editor | Marci Merrick |
| Content Assignments | Assigned to BOD and members by President |
| New Member Introductions Assignment | Membership Director |
| SEP achievements | Certification Director |
|  |  |
| When to be sent | By the end of June and December |

## Chapter Membership plans

### Recruiting activities

### Goal for new members: 5

Chapter membership chair will make contact with identified potential new members and provide INCOSE and Snake River Chapter background and information.

### Retention activities

### Goal for percent retention rates: 100%

Retention is the percentage of members who are up for renewal in a given year, who actually renew. New members who join during the year are not counted in the retention rate calculation.

## Technical plans

### Chapter involvement with INCOSE working groups.

Chapter members are made aware of and encouraged to participate in INCOSE working groups.

### Goals for Member certification.

Goals for number of members certified this year:

ASEP: 1

 CSEP: 1

 ESEP: 1

Certification options and opportunities will be communicated to eligible Chapter members.

### Leadership Team (elected or appointed) attendance plans for the International Workshop next January/February

Encourage Chapter members to consider attending the INCOSE International Workshop each year.

### Leadership Team (elected or appointed) attendance plans for International Symposium in the summer

Encourage Chapter members to consider attending the INCOSE International Workshop each year.

## Chapter Outreach and Collaboration plans

### Plans for chapter collaboration with/support of local schools/universities

The Chapter will investigate opportunities to encourage science, technology, engineering, and math (STEM) in regional schools and will seek to educate students about the field of systems engineering as a potential career path.

## Chapter Operations and Local Recognition

### Plans for Leadership team meetings dates, general agenda –

The Snake River Chapter will hold quarterly Chapter Board of Directors meetings.

### Plans for Annual Election candidate publicity and elections.

### During the fall quarterly Board of Directors meeting an evaluation will be made of the board members and plans for the annual Chapter elections will be made.

## Snake River Chapter Budget –.

The Snake River Chapter’s minimum cash on hand in the bank account will be maintained at $1000 or greater.

The Chapter Treasurer will prepare the annual financial report. The Chapter President will review and approve the financial report prior to the Treasurer sending it to INCOSE. This report will be provided to INCOSE prior to the end of January each year.