

AME/APQC Benchmarking Community of Practice (CoP) Governance and Roles

Date:	January 15, 2014
Type of CoP:	This is an informal, organically growing CoP made up of individuals interested in benchmarking and continuous improvement.
Purpose of CoP:	This CoP was created to: <ul style="list-style-type: none"> • provide a vehicle for professionals to share ideas and learn from one another about the concept of benchmarking; • provide professionals with a close network of peers to help in their benchmarking initiatives; and further the thinking and concepts of benchmarking and knowledge management.
Current Activities:	Online surveys Virtual (Web- and phone-based) meetings Face-to-Face meetings
Proposed Activities:	Online real-time query system; deploy on-line query system to share knowledge. Develop case studies of BCoP Participants.
Governance:	The CoP is sponsored jointly by AME and APQC. These two groups provided the guidance and resources to start this CoP. There is a core group of founding members (listed below) that also served as the initial steering committee. This CoP will continue to be governed by an expanded steering committee.
CoP Roles:	<ul style="list-style-type: none"> • CoP Sponsor – Organization(s) that provided the Vision and resources to launch and support the CoP and all it's activities: AME and APQC. • CoP Founder – Individuals that provided time and energy to the initial creation of the CoP. For this CoP, those include: <ul style="list-style-type: none"> Bill Baker, AME Jeffrey Barth, The Boeing Company Glenn Marshall, Newport News Shipbuilding Mark Palla, Raytheon Company Bill Sacherek, The Boeing Company Ron Webb, APQC • CoP Steering Committee Member – Individuals that serve on the central team that direct and support the ongoing, day-to-day activity of the CoP. The size and span-of-control of the Steering Committee is currently fluid. The Steering Committee itself will make decisions related to the functioning of the CoP Steering Committee. This group currently includes: <ul style="list-style-type: none"> Bill Baker, AME Glenn Marshall, Newport News Shipbuilding

	<ul style="list-style-type: none">○ Mark Palla, Raytheon Company○ Deanne Davidson, PMP, Eaton Vehicle Group○ Dr. Paulette DeGard, Boeing Commercial Airplane Supplier Management○ Lynda Braksiek, Rockwell Collins, Engineering & Technology○ Christine Kelley, APQC○ Jerrienne Strohmeyer, Education and Training Program Coordinator (AME) <ul style="list-style-type: none">● BCoP Coordinator – This role provides tactical coordination for the CoP. These duties include managing the list of CoP members, sending out regular communication regarding the CoP, providing support for capturing notes/minutes of meetings, etc. Providing detailed administration of the Query System.● BCoP Leader – This individual leads all activity of the BCoP. The Leader is a member of the Steering Committee and directs all activities of the Steering Committee and CoP. This role can be shared among multiple individuals, but that should be no more than two individuals initially. This role calls meetings of the Steering Committee, sets the final agenda for those meetings (with input from the Steering Committee), and works to ensure all CoP events are being executed according to the plan set forth by the Steering Committee. This role should be transitioned among Steering Committee members at least every 12 months to lessen the demand on any one, single individual. It is estimated this role will average 2 – 4 hours of CoP-related work per week.<ul style="list-style-type: none">○ This position is currently held by Ron Webb, APQC.● BCoP Participant – This role is the broadest role on the CoP. It encompasses every member of the CoP, including those that respond to surveys, present at events (virtual or face-to-face), listens to presentations, develop case studies, and/or provides any support to the CoP. These individuals have “opted-in” for this level of participation and the list of these individuals is managed centrally by the BCoP Coordinator.
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