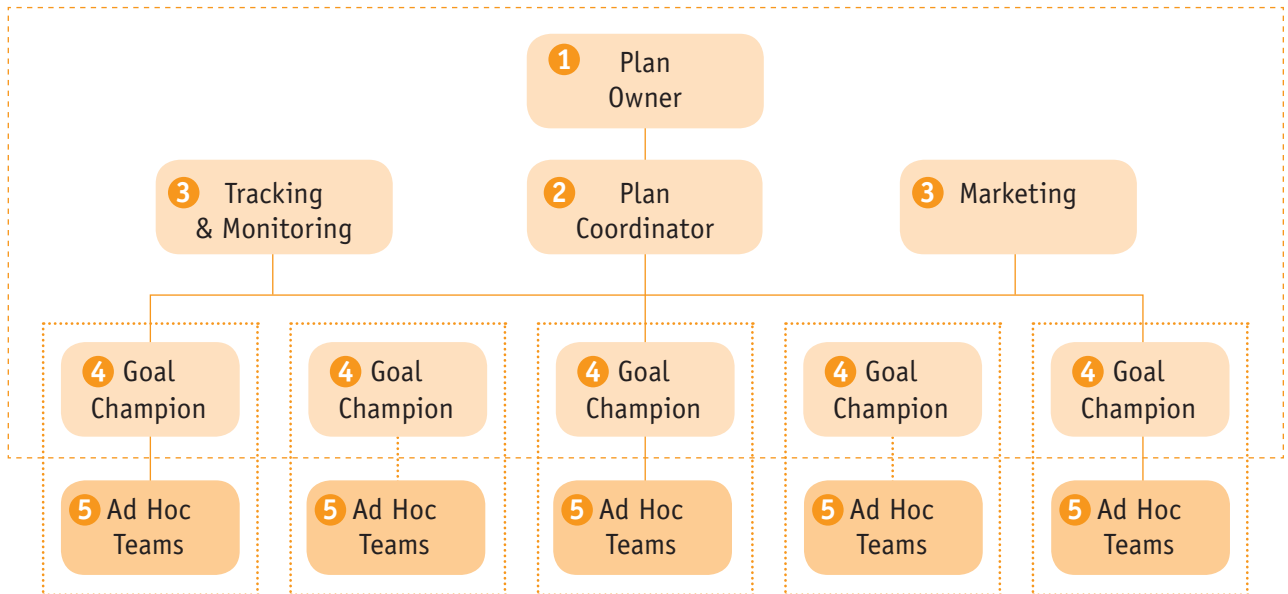


Implementing Your Plans, Strategies and Initiatives



Steering Committee Structure



William Bridges Change Management Model

LOSS	CHAOS	ACCEPTANCE
<i>Ending</i>	<i>Transition</i>	<i>New Beginning</i>

Charter Template

1. Introduction: Provides a brief overview of the charter's components and background information.

2. Purpose: Identifies the fundamental reason for the committee's existence and lists the key objectives.

3. Scope: Provides guidance for any activities sanctioned by the committee to ensure they operate within their purpose. Outlines limitations and inclusions of expectations for the committee.

4. Roles and Responsibilities: Identifies general areas of responsibility for all committee members and explicit responsibilities for specific positions within the committee.

5. Governance: Establishes standards and practices for the committee to include: committee size and membership, selection and rotation of members, standard operating procedures, decision making processes, etc.