

# PROJECT MANAGEMENT TEAM CHARTER

UPDATED 03.20.23 START DATE: 11.29.22 END DATE: 09.01.23



## WORKING GROUP MEMBERS

### MEETING SCHEDULE



**Day of Week** (*recurring*): Tuesdays,  
**Biweekly Time/Duration**: 3:00pm – 4:00pm  
**Location**: Online using Microsoft Teams

### WORKING GROUP GOALS & SCOPE

The Project Management Team (PMT) is responsible for the successful completion of the baseline Cumulative Impact Assessment (CIA) and related policy efforts, in alignment with the CIA goals and values. The PMT will establish project management structures, processes, and tools to foster ongoing coordination across CIA working groups; ensure that working group plans are developed and implemented; and oversee the production and public dissemination of a summary assessment report and related materials.

### GROUP AGREEMENTS FOR NOTE-TAKING, MEETINGS, AND DOCUMENTS:



- Be realistic about constraints and limitations
- Practice transparency
- Assume good intent
- Have honest and hard conversations
- Provide constructive feedback
- Lead with grace, empathy, and patience
- Honor different experiences
- Listen with an open mind
- Be creative
- Be explicit about inequities, power, and privilege  
Commit to values and guiding principles
- Be open to evolving the process to embed equity
- Understand that it's okay for the process to be messy
- Use "I" statements
- Challenge assumptions before you speak

### CO-CHAIRS:

- Olga Bautista, Southeast Environmental Task Force
- Megan Cunningham, CDPH

### MEMBERS:

- Ellis Walton, Environmental Law & Policy Center
- Kim Wasserman, Little Village Environmental Justice Organization
- Juliana Pino, Little Village Environmental Justice Organization
- Keith Harley, Greater Chicago Legal Clinic
- Alfredo Romo, N4EJ
- Courtney Hanson, PCR
- Chloe Butler-Jones, PCR
- Myrna Romo, CEJN
- Megan Cunningham, CDPH
- Sydney Edmond, CDPH
- Jess Lynch, IPHI
- Meher Singh, IPHI
- Rashidat Balogun, IPHI
- Leah Barth, IPHI
- Sam Young, IPHI
- Clayton Oeth, CDPH
- Eduardo Munoz, CDPH
- Kate McMahon, CDPH
- Susan Martinez, CDPH
- Colleen Mahoney, CDPH
- Kirsti Bocskay, CDPH
- Jeff Harrington, Tetra Tech
- Rachel Houle, Tetra Tech
- Stacey Durley, Tetra Tech
- Lysa Modica, Tetra Tech
- Monica Wright, Tetra Tech
- Holly Bartecki, JT
- Gaby Wagener-Sobrero, Mayor's Office

## KEY DELIVERABLES

## DESCRIPTION

<b>1</b>	<b>CIA PROJECT MANAGEMENT / WORKING GROUP STRUCTURE</b>	Establish governance model and identify working group co-chairs
<b>2</b>	<b>SUBCONTRACTOR OVERSIGHT</b>	Provide direction and accountability to subcontractors in the execution of their scopes of work
<b>3</b>	<b>WORKING GROUP MANAGEMENT TOOLS</b>	Develop charter, note-taking, and calendar templates, kickoff materials, etc., for use in working groups
<b>4</b>	<b>DEFINE CIA DELIVERABLES AND OWNERSHIP RESPONSIBILITIES</b>	Across all working groups, provide comprehensive CIA deliverable list with ownership responsibilities identified using MOCHA matrix
<b>5</b>	<b>CHARTERS FOR ALL WORKING GROUPS</b>	Create charters for PMT, Data & Methods, Communications & Engagement, and Policy, with input from working group members
<b>6</b>	<b>OVERALL PROJECT MEETING CALENDER</b>	Maintain centralized calendar of all working group meetings and other engagements
<b>7</b>	<b>PMT MEETING MANAGEMENT MATERIALS</b>	Produce PMT meeting agendas, slides, and related materials
<b>8</b>	<b>CIA SUMMARY REPORT</b>	Draft and publish report summarizing the CIA process and findings
<b>9</b>	<b>ROADMAP FOR FUTURE ACTIONS</b>	Draft and publish road map of planned action steps following the baseline CIA, with responsible parties identified
<b>10</b>	<b>CULMINATING ANNOUNCEMENT EVENT</b>	Convene key partners to publicly release and discuss CIA process and findings