AMS Charter Flow Chart

**Project Defined**
- AMSN BOD writes and approves Charter for project, providing background, defining outcomes and deliverables, setting parameters.
- AMSN BOD appoints VU Chair or sends out a call for members and a chair is identified and members selected.

**Kick-Off**
- AMSN ET member, Board Liaison, Chair and Staff Liaison review the Charter and time frame for completion.

**Start-Up**
- Start Up conference call led by Chair with newly appointed members, Board Liaison (BL) and Staff Liaison (SL). Next steps determined and assigned.

**Accomplish Work**
- Members complete assignments, w/chair checking progress via email. SL assists/supports the VU and chair in their work.
- Chair holds conference calls as needed to discuss decisions, action plans, and recommendations to BOD. BL participates when able, chair and BL communicate regularly.
- Chair to review charter parameters to determine that all outcomes/deliverables are being completed.

**Report Status**
- Chair writes informal and formal status reports as requested by the board.
- Board Liaison requests additional direction or confirmation from the BOD as needed.
- Board Liaison relays BOD direction to Chair, who relays to members who continue to accomplish work.

**Finishing Work**
- Chair, Board Liaison, Staff Liaison discuss final results and recommendations to BOD making sure all parameters are fulfilled and all deliverables complete.
- Chair, members, and staff liaison write final report addressing each parameter, deliverable with documents, plans or resources attached.

**Agenda Item to Close**
- Board Liaison and Chair prepare agenda item for BOD meeting along with final report, recommendations and action plan. Board Liaison requests any final direction or closure of the charter.

**Closing Charter**
- BOD confirms and closes charter or requests additional work and information. BOD decision relayed by Board Liaison to Chair.
- If needed VU returns to Accomplish Work phase to complete additional work.

**Evaluate VU**
- Staff initiates confidential evaluation of VU and process.

**Action Plan**
- Staff implements VU recommendation, program or product.

**Post Evaluation**
- Recommendation, program or product is evaluated as part of Program Matrix Reviews.

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