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| **Meeting/Project Name:** |  ORD SPR Advisory Group Monthly Meeting |
| **Date of Meeting:**  | Tuesday, June 27th 2023 | **Time:** | 3:00-4:00 PM ET |
| **Meeting Facilitator:** | J. Constans  | **Location:** | MS Teams |

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| MEETING OBJECTIVE |
| Provide the committee with updates and address next steps for future initiatives and projects |

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| ATTENDEES LIST *(check mark indicates attendance)* |
| **Committee Members:** | [x]  Bob O'Brien[x]  Joseph Constans | [ ] Miriam Smyth[x]  Peter Hunt | [x] Sumitra Muralidhar[ ]  Vetisha McClair |
| **Advisory Group:** | [ ]  David Atkins[x]  Steven Dobscha[ ]  Stephanie Gamble | [x] Brian Marx[x]  Stephen O’Connor[x]  Susan Strickland[ ]  Melissa Mehalick | [ ] Wendy Tenhula[x]  Lisa Brenner[ ]  Matthew Miller[x]  Jodie Trafton |
| **Speakers:** | [x]  Maharsi Naidu |  |  |
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| **Support Staff:** | [x]  Imani Braxton-Allen (PFS) |  |  |

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| MEETING NOTES |
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| * High Level Overview of Portfolio Stand-Ups
	+ *Our team has been working with ISRM leadership to develop and standardize a process for portfolio stand-ups. As this is a new process, our tools and templates are still in development, so they can serve as a resource to your team, but is not meant to be prescriptive in any way.*
	+ In this diagram below, you will see Stages 1-3. Suicide Prevention is already a portfolio in development and will not need the approval to engage in the stand-up process, thus bypassing “Stage 1”.
	+ Stage 1- 15 days
		- New Portfolio Assessment
			* ***Step 1.1:*** Ensure you have a good understanding of the foundational documentation.
			* ***Step 1.2:*** Complete the *New Portfolio Assessment Form*.
			* ***Step 1.3:*** Connect with ISRM leadership and receive approval to begin Stage 2.
	+ Stage 2- 15 days
		- New Portfolio Planning
			* ***Step 2.1:*** Determine the required documents, processes, and meeting cadences needed to launch the new portfolio: Meet with ISRM Leadership to discuss materials and meetings checklist. Determine what materials and meeting cadences are required for the new portfolio.
			* ***Step 2.2:*** Build a detailed workplan for the execution of the new portfolio: Use templates to create a comprehensive workplan for drafting required materials and establishing recurring meeting cadences for the development of the new portfolio.
			* ***Step 2.3:*** Connect with ISRM leadership to and receive approval to begin Stage 3: Once you have completed the comprehensive workplan, meet with ISRM leadership to review the plan and receive approval to move to Stage 3.
	+ Stage 3- 180 days
		- New Portfolio Execution
			* ***Step 3.1:*** Complete charters and HR documents: Use the templates and examples to draft the Charters and HR Documents required for the new portfolio
			* ***Step 3.2:*** Define purview and research priorities: Use the templates and examples to draft your Research Purview and define the Critical Research Priorities of the new portfolio.
			* ***Step 3.3:*** Produce RFAs, SOPs, and Policies: Use the templates and examples to draft the RFAs, SOPs and Policies which will be foundational to the new portfolio.
			* ***Step 3.4:*** Define data management and performance metrics: Use the templates and examples to draft the Data Management Policies and determine the Performance Metrics of the new portfolio
			* ***Step 3.5:*** Publish RFAs and begin portfolio operations: Finalize and publish the RFAs for the new portfolio and officially begin portfolio operations
* Next steps:
	+ By June 30th
		- Determine core workgroup for Suicide Prevention Stand-up
		- Establish working cadence
	+ By July 14th
		- Meet with ISRM Leadership to validate required documents
		- Assign document ownership to workgroup members
	+ By July 28th
		- Develop timeline to complete required documents
		- Submit timeline to ISRM Leadership
		- Report workplan to Suicide Prevention Advisory Group (July 25th)
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| **Action Items: Create a TEAMS site to allow advisory council to collaboratively work on AMP Charter** | Assigned to: Imani and Joe |