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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:** | Bob O'Brien  Joseph Constans | Miriam Smyth  Peter Hunt | Sumitra Muralidhar  Vetisha McClair |
| **Advisory Group:** | David Atkins  Steven Dobscha  Stephanie Gamble | Brian Marx  Stephen O’Connor  Susan Strickland  Melissa Mehalick | Wendy Tenhula  Lisa Brenner  Matthew Miller  Jodie Trafton |
| **Speakers:** | Maharsi Naidu |  |  |
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| **Support Staff:** | 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 |