

SOUTH CAROLINA EARLY CHILDHOOD INTEGRATED DATA SYSTEM
DATA GOVERNANCE MANUAL

Number: Title	####: Establishment of Project Teams		
Approved by	Early Childhood Advisory Council	Approved Date	June 20, 2024

POLICY STATEMENT

The South Carolina (SC) Early Childhood Advisory Council (ECAC), as the governing body of the South Carolina Early Childhood Integrated Data System (ECIDS), recognizes the formation of project teams is integral for effective governance and management of data processes.

PURPOSE

The purpose of the project team policy is to document the process governing the formation and operation of project teams.

SCOPE

This policy covers current and future initiatives of the SC ECIDS.

DEFINITIONS

Project team: A specialized subgroup of Data Governance Work Group members and outside individuals, if necessary, aimed at developing, executing, or implementing a defined ECIDS project that addresses specific aspects of data governance, analysis, or implementation within the SC ECIDS framework.

PROCESS

Establishment. Project teams can form for a defined purpose after majority approval by the entire Data Governance Work Group (DGWG; see “Decision Making Policy”). The formation of a project team can be at the request of any member of the DGWG or by the Data Governance Coordinator.

Team Composition. During the approval process from the DGWG, whoever instigated formation of the project team will specify the purpose of the team, the project timeline, and any requirements regarding team composition to ensure inclusivity, representation, and/or balanced participation. The presentation to the DGWG should include potential team members and the method for selecting project team leadership (e.g., *chairpersons*).

Scope of Authority. Like the DGWG, a project team is not a formal committee of the ECAC and therefore does not take votes or spend public money. Project teams will only work within the defined project scope as defined by the requestor of the project team. Project teams will utilize the “Decision Making Policy” and any other relevant policies from the ECIDS Data Governance Manual to bring any final recommendations to the DGWG for consideration.

Meetings. Project teams can determine their own meeting schedule within the project timeline.

Progress Reports. Project teams will be required to report on progress at standing Data Governance Work Group meetings.

Disbandment. Upon project completion, the project team is disbanded, unless the project team uncovers a need for a permanent project team to exist.

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REVISION HISTORY

Responsible Party	Reason for Change	Date	Version
Chelsea Richard	Revision 1 presented to DGWG	May 1, 2024	1.1
Chelsea Richard	Initial version of project team policy	March 29, 2024	1.0