



10. Scope of project: CMHAMM
11. Facilitator of the workgroup: Dougherty
12. Stakeholders for this effort:  
Stakeholders include, at a minimum:  
  - those who will have to abide by or use the product of the group
  - those who will be responsible for implementing the product of the group
13. Group size (optional): Kept somewhat limited to avoid the misconception that CMHAMM has made a decision to change software systems.

Number of workgroup members should be no greater than:

14. Method by which members will be selected: (chose one or more of the following)  
*Note: Involvement in a workgroup is contingent upon approval by the potential member's supervisor.*

Specific members are identified by sponsor, drawn from the stakeholder groups listed above.

Members to be selected by workgroup facilitator, drawn from the stakeholder groups listed above.

Stakeholder groups select their representatives.

Name of member	Stakeholder group being represented	Manager / leader of stakeholder group
IS Workgroup members of the 5 CMHSP's		

15. Substitutes for workgroup members:  
Substitutes will be allowed to attend in the place of an absent member; if the substitute represents the same stakeholder group as the representative- this should be the **usual** option for a workgroup.  
Substitutes will not be allowed to attend in the place of an absent member (given the need for consistency in representation)- this restriction should be **rarely applied** by a sponsor.
16. Roles and Responsibilities of key parties to workgroup effort: See Section B of this form.
17. Financial or other resource limits (specification in charge is optional)  
Product should require **one-time** expenditures no greater than \$\_\_\_\_\_.  
Product should require **on-going** expenditures no greater than \$\_\_\_\_\_ per year.  
To be proposed by group.  
Other resource limits: Minor expenses as approved by Affiliation Director
18. Limits to change in practice, procedure, or policy that can be recommended or implemented by group: Limited to provision of information.

19. Sources of guidance to be used by workgroup (i.e., statutes, regulations, policy, practice models, etc.) – Software search and review processes, common in the industry.

Revised: 03/05/09