

PCN #	PCN Name	Effective Date
08-007	Minimum Participation Thresholds in Gates	Dec-2008

## Purpose:

The GSMP work group model requires a minimum level of support throughout the process and to meet eballot requirements for due process. This has been addressed in the past by requiring 12 committed members before sending out a Call-To-Action (CTA). Some instances require the CTA to actually achieve the minimums so from this point forward all GSMP Call-To-Actions will be issued without the need for 12 committed members beforehand. This will allow the work group to gain member support through the CTA.

Other improvements will be made to assure GSMP work groups maintain the minimums going forward, thereby assuring a successful eballot at the conclusion.

## Process Changes to Assure Ongoing Work Group Support:

1. A disclaimer will be added to the Call to Action template, stating that failure to achieve the minimum through the CTA for due process will mean the group will not be launched.
2. Gate 1 at the end of Step 1 (statement of business need) will be clarified in the following way: *“Gate 1 will include a motion by the assembled team to the terms of the PDD (goals, deliverables, milestones) and be motioned to step 2. All motions require a minimum of 12 voting members in good standing.”*  
**Note:** See section 3.3 Membership and Voting section of the GSMP User Manual for detailed voting and membership information.
3. Minimums are required during motions at all gates. Whenever gates are invoked (see GSMP Manual for process flows and gates) they will require the same minimums as per an eballot to move to the next step.
4. Business Unit Managers will identify and recruit community resources to participate and assure commitment to the development and implementation of the outcome. If a motion to the next step cannot be made because the required minimums were not reached, it is the responsibility of the Business Unit Manager to notify the GSMP community that the group will not continue.

## Exceptions:

When exceptions to the minimum requirements are desired, the Business Unit Managers can take their request to the Process Group who will evaluate and can approve any exceptions and exercise governance over whether or not any subsequent gates in the project must have the required minimums.