CNICINST 5000.2A
N00C
9 January 2012

CNIC INSTRUCTION 5000.2A

From: Commander, Navy Installations Command

Subj: CROSS FUNCTIONAL TEAMS

Ref: (a) CNICINST 5210.1

Encl: (1) Charter Template

1. <u>Purpose</u>. To issue revised policy and procedures for the
establishment of a Cross Functional Team (CFT), the components
of a CFT, and responsibility for monitoring a CFT. This
revision expands the CFT policy to apply enterprise-wide,
specifies additional authorizing officials, and delineates roles
and responsibilities for Headquarters (HQ), Regions, and
Installations.

2. <u>Cancellation</u>. CNIC Instruction 5000.2 dated 11 June 2010.

3. <u>Background</u>. A CFT is a team composed of at least three
members from diverse functional entities working together
towards a common goal. The team will have members with
different functional expertise and abilities who likely come
from different programs within HQ or from separate activities
within the Commander, Navy Installations Command (CNIC)
enterprise.

4. <u>Responsibilities</u>

   a. HQ Deputy Director of Plans and Programs/Region Chief of
Staff (COS)/Commanding Officers (CO) are responsible for:

      (1) Approving the establishment of all CFTs.

(2) Approving all CFT plans of action and milestones (POA&Ms) and charters.

b. Program Directors are responsible for:

(1) Submitting a written request using enclosure (1) for approval, utilizing HQ Web Taskers Correspondence Management System (Taskers).

(2) Monitoring the progress of the CFT.

(3) Ensuring the CFT lead establishes a charter and a POA&M within prescribed timelines.

c. HQ/Region/Installation Strategy and Future Requirements (N5)are responsible for:

(1) Providing CFT guidance (to include facilitation) as requested by the cognizant program director.

(2) Maintaining a ready reference and knowledge-based resource center on Gateway 2.0 (G2) that includes pertinent CFT information such as lessons learned, best practices, tools, and techniques for CFT optimum effectiveness. HQ N5 link: https://g2.cnic.navy.mil/TSCNICHQ/N5/default.aspx.

(3) Reviewing proposed CFT draft charter submission and proposed team composition.

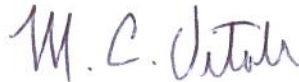5. Action

a. CFT Lead shall:

(1) Draft a charter for review by the program director within two weeks of CFT establishment using enclosure (1).

(2) Draft a POA&M within thirty days of CFT establishment for review by the program director.

(3) Provide progress, results, and recommendations to program director in accordance with POA&M.

    b. N00C, in accordance with reference (a), shall maintain a list of all active HQ CFTs and post on G2 at: https://g2.cnic.navy.mil/TSCNICHQ/N00/default.aspx.

M. C. VITALE
Vice Admiral, U.S. Navy

Distribution:
Electronic only, via Gateway 2.0
https://g2.cnic.navy.mil/CNICHQ/Pages/default.aspx

CHARTER TEMPLATE

[Enter Coordinating Group Title]

1. <u>General Coordinating Group Information</u>

    a. Coordinating Group Name:

    b. Command Sponsor:

       (1) Who is the primary proponent of this Coordinating Group?

       (2) Who is the Coordinating Group Sponsor? (*<u>Note</u>: This person must be a decision-maker with the authority to commit resources.*)

       (3) Is this an Enterprise Coordinating Group, i.e. does it have significant impact on 3 or more N-Codes/Special Assistants (SA's) (Y/N)?

    c. N-Code/SA Co-Sponsor:

    d. N-Code/SA Coordinating Group Rank:

    e. If this Coordinating Group is mandated or is required for continued business operation:

       (1) Mandated by whom?

       (2) Impact of not meeting mandate?

    f. Document History:

       (1) Version

       (2) Date

       (3) Author

       (4) Reason for Change

2. <u>Stakeholders</u>

    a. Coordinating Group Lead:

        (1) Name/Title

        (2) Requirements

        (3) N-Code/SA

        (4) Telephone

        (5) E-mail

    b. Coordinating Group Staff:

        (1) Name & Role

        (2) Requirements

        (3) N-Code/SA

        (4) Telephone

        (5) E-mail

    c. Others (i.e., those with significant interest in this Coordinating Group):

        (1) Name/Role

        (2) Requirements

        (3) N-Code/SA

        (4) Telephone

        (5) E-mail

3. <u>Contractor Contacts</u>

    a. Name

    b. Company/Role

c. Telephone

d. E-mail

4. <u>Coordinating Group Description</u>

a. Project Strategy (i.e., how does this project fit into the Navy Installation Command's Strategic Goals and Strategies? Why is it important to do this project?):

b. Coordinating Group Purpose / Business Justification:

c. Coordinating Group Objectives (in business terms):

(1) Cost

(2) Schedule

(3) Performance

d. Deliverables:

(1) Coordinating Group Charter

(2) Coordinating Group Scope Document

(3) List of Coordinating Group Deliverables

(4) Coordinating Group Project Plan

(5) Coordinating Group Business Rules for (governance, process, feedback/lessons learned)

(6) Coordinating Group Change Management Plan (including strategic communications)

e. Clear statement of what this Coordinating Group will not include (i.e., taskings outside of the initial scope, without Governance Board approval):

f. Coordinating Group Milestones (Proposed start and end dates for Project Phases (e.g., Initiation, Planning, Execution, Closeout), and other major milestones.):

(1) Initiation Phase

(2) Planning Phase

(3) Execution Phase

(4) Closeout Phase

g. Major Known Risks (Including significant Assumptions).
A Risk is anything that may cause the Coordinating Group to
fail. Include both internal risks (things that the Coordinating
Group can control or influence) and external risks (things
outside of the Coordinating Group's control or influence).
(E.g., Internal Risk – steep learning curve due to first use of
this process or new technology; External Risk – pending Federal
legislation may cause a change in requirements.):

(1) Strategic Risks

(2) Systems (Technology) Risks

(3) Structure Risks

(4) Staff Risks

(5) Style Risks

(6) Skills Risks

(7) Shared Values Risks

(8) Financial (Resource) Risks

(9) Strategic Communications Risks

h. Constraints (List any conditions that may limit the
Coordinating Group's options with respect to resources,
personnel, or schedule (e.g., predetermined budget or
Coordinating Group end date, limit on number of staff that may
be assigned to the Coordinating Group)):

i. External Dependencies (Will Coordinating Group success
depend on coordination of efforts between the Coordinating Group

and one or more other individuals or groups? Has everyone involved agreed to this interaction?):

5. Financial/Resources Information

    a. Funding Source Select one of the following: (Example: Operating Budget, Reimbursable, Other. If Other, please describe in the Notes section below.)

    b. Estimate of Total First-Year Cost (Use Coordinating Group Budget Worksheet to calculate cost. If relevant, include both the cost of completing the Coordinating Group and the cost of not doing the project at all. If the Coordinating Group includes significant scope options that will impact cost, include this information. Example: the cost of Coordinating Group with Option 1 only = $400,000 (range $330,000 to $525,000); Cost of Coordinating Group with both Options 1 and 2 = $525,000 (range $430,000 to $650,000); Cost of not doing the Coordinating Group = $120,000 per year in fines starting 2003 as a result of not meeting DoD Requirements X, Y, and Z.)

    c. Return-on-Investment (ROI) Data:

    d. Estimate time required (list each role and the number of hours required):

        (1) Role/Hours needed (e.g., x hrs/mon for x months; x hours total)

        (2) Fiscal Year Cost (e.g., Coordinating Group cost for each FY in $U.S.)

        (3) Totals

6. Sourcing Strategy
(E.g., Organization-Managed and Supported; Contractor-Managed and Supported; Organization-Managed, Contractor-Supported; Contractor-Managed, Organization-Supported)

7. Acquisition Strategy
(E.g., Sole-Source/Amend Contract; RFP/Competitive Bid; In-House/Custom-Develop; Other)

8. <u>Types of Vendor Assistance</u>
(E.g., Turnkey Solution; Supplemental Staffing (Time/Materials);
Contractor-Assisted (Fixed Price); COTS Hardware/Software;
Other; None/Not Applicable)

9. <u>Sign-off</u>

    a. Coordinating Group Sponsor

    b. Coordinating Group Manager

10. <u>List of Addenda</u>
(List all files supplemental to this charter here. Optional:
Use filename to create hyperlink to document.)

    a. Document Name

    b. Filename

11. <u>Notes</u>

12. <u>Reference Documents</u>