

**ACQUISITION TRANSFORMATION
INTEGRATED PRODUCT TEAM CHARTER**

I. Name

The Acquisition Transformation Integrated Product Team (IPT).

II. Purpose

This charter outlines the Acquisition Transformation IPT's authority, membership, responsibilities, meeting procedures, and decision-making procedures as they relate to defining the Acquisition Domain's plan for managing transformation. The guiding vision is ENABLE STRATEGIC ACQUISITION. The following transformational activities that fall within the scope of this IPT Charter and the Transformation Management Plan: Communication; Change Management; Education; and Training.

The goals of the Acquisition Transformation IPT are to:

- Provide strategic direction for the management of Acquisition transformation;
- Recommend guidelines and standards for conducting transformation management;
- Provide oversight to the development of the Acquisition Domain Transformation Management Plan;
- Provide oversight to the execution of the Acquisition Domain transformation management plan;
- Review and approve Service/Agency-specific Acquisition Domain programs/initiatives transformation management plans and activities to ensure alignment with the Domain plan.

III. Authority

Pursuant to the authority of the Director, Defense Procurement and Acquisition Policy (D, DPAP), the Principal Staff Assistant and functional sponsor who manages the Acquisition Domain and all programs therein, this charter establishes the Acquisition Transformation IPT for the Acquisition Domain.

IV. Membership

The Transformation IPT shall consist of the following representatives:

- A. Chairperson – Deputy Director, Defense Procurement and Acquisition Policy
Electronic Business
- B. IPT members
 - a. Defense Acquisition University
 - b. Acquisition Workforce and Career Management
 - c. United States Army (Acquisition, Technology & Logistics) representative
 - d. United States Navy (Acquisition Management) representative
 - e. United States Air Force (Acquisition) representative
 - f. Defense Agency representative
 - g. Acquisition Domain active programs/initiatives representatives
 - h. Others, as may from time to time be in a position to contribute to the activities and goals of the IPT, by invitation of the Chairperson.

V. Transformation IPT Responsibilities

The Transformation IPT members have the following responsibilities:

- A. Review and approve the Acquisition Domain transformation management plan, including standards, guidelines, methodologies, and activities;
- B. Review and approve all changes to the Acquisition Domain transformation management plan;
- C. Review the execution of Domain-level transformation management activities;
- D. Review Service/Agency-specific, and Acquisition Domain program/initiative-specific transformation management plans to ensure alignment with the Domain plan;
- E. Represent their respective Services and Agencies on transformation management issues, including change management, communications, education, and training;
- F. Provide regular updates on their Service/Agency transformation management strategies, plans, and activities;

G. Report and make recommendations to the Acquisition Governance Board and the Joint Acquisition Electronic Business Oversight Board;

H. Convene on a regular scheduled basis.

VI. Meeting Procedures

Transformation Management IPTs will be convened on a monthly basis or as otherwise needed. The IPT chairperson will provide the agenda and all other necessary materials to the members. The IPTs will be open to participation and input by other organizational representatives, as appropriate to the agenda. Meeting minutes, a list of open issues and action items, and status reports will be provided.

VII. Decision Making Procedures

Transformation management decisions will be reached by achieving a majority consensus on issues.

VIII. Effective Date

This charge is effective October 1, 2003, and remains in effect until modified or rescinded.

ISSUED BY:



Deidre A. Lee
Director, Defense Procurement and Acquisition Policy