



EPAC Career Development Subcommittee Project Charter



Project Title

CDS Website Maintenance and Improvement

Project Team

LT Adam Cooke (Project Lead)

Project Purpose

The purpose of this project is to be responsible for maintaining Career Development Website and will work closely with the EPAC Information Chair to ensure the website (https://dcp.psc.gov/OSG/engineer/career_development.aspx) is current and aesthetically presented

Project Stakeholders

USPHS Engineer Officers – will have location to find various resources of information for various topics/questions concerns they have to maintain and improve their career development

Project Schedule/Milestones

15FEB2021 – Addition of Mission Statement and Vision Statement

15MAR2021 – Ensure there's a “home” for all current CDS initiatives, and that “home” is rationally organized with respect to the initiative itself

15APR2021 – Gap assessment of categories of information offered by other PACs

Project Deliverables

The project will result in a biographical document of the 2021 Council of Captains as well as four Senior Officer Panel presentations that will be recorded and stored on the EPAC website.

Team Communication

Communication will mainly take place via email and telephone calls on an as needed basis

Assumptions/Constraints

- Assumption: The information provided to EPAC Information Subcommittee will be uploaded/updated on the CDS webpage within one week
- Assumption: The CDS project leads will provide feedback on location of their project as well as any updates that need to be made
- Assumption: USPHS engineers will turn to this webpage for all career development questions and if there is information missing, will reach out to CDS leadership
- Assumption: CDS leadership will provide guidance for updates to webpage
- Constraints: Team does not have direct control of website alterations; those alterations must be requested through third parties.



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Approval

Project Lead, LT Adam Cooke

CDS Leadership