Project Review Team (PRT)

Goals

- Establish priorities agency specific requests, system-wide enhancements and unresolved customer-wide initiatives involving the NFC Scheduled Release
  - Provide unified approach to system project prioritization
  - Provide comments and recommendations to insure that projects are prioritized in a fair and consistent manner using customer input, NFC, LOE, etc.
  - Provide consensus solutions to system problems, changes or proposed enhancements
  - Identify and document new requirements for enhancements to GESD Applications
  - Identify potential projects that have community wide impact and appoint work groups as appropriate to recommend an approach for a system wide solution
  - Recommend the funding sources for community wide projects development and implementation costs
  - Set guidelines for customers in using GESD Applications

Procedure

- **Facilitator (Project Control Branch)**
  - Coordinate, direct and manage meetings to ensure smooth and orderly dissemination of information and appropriate discussion
  - Present project topics of interest or concern from NFC or User Groups to PRT
  - Call special meetings as needed
  - Develop and distribute all meeting information including meeting agenda, proposed project documentation, current schedule release listing, etc.
  - Provide notification to members of dates, times, and locations of scheduled meetings
  - As necessary, coordinate and distribute pertinent information derived from CB and User Group meetings

- **PRT Members**
  - Participate in all scheduled meetings or send an alternate representative that has the authority to make decisions on behalf of their department or agency
  - Submit inter-agency and/or agency-specific comments and recommendations on changes or enhancements to PRTeam@usda.gov
  - Submit proposed scheduled changes for projects on the NFC Scheduled Release to PRTeam@usda.gov
  - Serve as Agency’s voice for decisions regarding matters such as change requests
  - Provide research resources as needed
  - Participate or designate an agency representative for sub groups

- **Meetings**
  - Meetings will be held yearly (February, May, and August), and special meetings may be called as needed