

**Smart3D Technical User Forum (TUF)
'Charter' for UK & Ireland**



INTERGRAPH PROCESS & POWER CLIENT COMMUNITY

Smart3D TUF

"Charter"

*Technical User Forum (TUF)
UK & Ireland*

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Revision /Activity History

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1.0 EXECUTIVE SUMMARY

This document will cover the following topics as they relate to the Smart3D Technical User Forum (TUF) for UK & Ireland:

- Charter
- Organization Chart

In addition, a Smart3D TUF share point web forum shall be established with the same format to provide a central location for posting the latest information and to serve as the prime communication method for discussions and exchanges related to these topics. This leadership web forum can be accessed at the following web address:

<http://www.intergraph.com/global/uk/p2c2/Smart3DTUFUKIreland.aspx>

This document focuses specifically on the Smart3D TUF and assumes familiarity with the P2C2 organization to include the:

- International Advisory Committee (IAC);
- Regional Client Communities (RCC);
- Local Client Communities (LCC).

Please refer to the P2C2 web site at <http://www.intergraph.com/pbs/community/> for overall P2C2 charter, organization, chairs, etc.

Initially, access to the contents of this document and membership to the web Smart3D TUF web forum will be limited to the TUF committee and Intergraph.

2.0 SMART3D CHARTER

2.1 Name and Structure of the Organization

The organization will be called the **“Smart3D Technical User Forum (TUF) for UK & Ireland.”**

2.1.1 Smart3D TUF UK & Ireland Committee

The Smart3D TUF Committee serves as the liaison for coordinating and consolidating feedback to be disseminated to Intergraph PPM from the UK & Ireland SmartPlant 3D, SmartMarine 3D and SmartPlant Review Users together with their particular areas of interest. The technology feedback represents industry segment-specific needs, technical requirements and enhancement requests from the Smart3D Local Client Community to play an essential role in influencing product direction.

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2.1.2 Smart3D Focus Groups

Smart3D focus groups are organized to discuss, evaluate and prepare follow up technical information on any subject considered appropriate to Smart3D. The technical information is to be presented back to the Smart3D TUF committee and to Intergraph PPM with a view to enhance the overall product.

2.2 Purpose

The Smart3D Technical User Forum (TUF) is a representative group of Smart3D Users under pinned by a common interest to strengthen the up-take, implementation and general use of Smart3D as both the logical and necessary upgrade path from 3D PDS, as well as providing a streamlined conduit between Intergraph PPM and users to ensure technical feedback for continual product improvement for all aspects of the Smart3D suite of products.

2.3 Mission / Goals

The TUF's mission and goals are:

- To act as a forum for the exchange of information between Smart3D TUF members in the above named areas of expertise.
- Streamline information communication channels and technical product feedback processes between Smart3D Users in the UK & Ireland and Intergraph PPM.
- To provide information to Intergraph concerning the present and future Smart3D applications needs and interests of Smart3D TUF members.
- To provide members a means of improving their own value as well as the technology investment made by their companies.
- To increase productivity through the exchange of ideals related to the use of Smart3D.
- To establish links with other Regional and Local Client Communities Smart3D TUF's to develop relationships, tap into common synergies, needs and requirements which will benefit the Smart3D products and the overall Smart3D user base.
- To provide feedback and direction pertaining to international P2C2 annual conference.

2.4 Means

The Smart3D TUF may adopt the necessary rules and procedures to achieve its goals by majority vote of the members present. Any rules passed at a Smart3D TUF meeting shall be distributed to the Smart3D TUF members-at-large in published form. Please refer to subsequent sections for specific processes and procedures.

2.5 Membership

Membership to the Smart3D TUF is open to any member within the UK & Ireland area.

Membership voting rights within the Smart3D TUF are limited to those members that are users of Intergraph Smart3D.

There is no cost associated with membership to the Smart3DTUF.

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2.6 Smart3D TUF Officers

This Smart3D TUF will be governed by a Chairperson and Deputy Chairperson. Local Smart3D Focus Groups will be governed by an appointed Chairperson.

2.6.1 Smart3D TUF Chairpersons Duties

The UK & Ireland Regional Smart3D TUF Chairperson duties shall include:

- Plan and organize the meetings of the Smart3D TUF, and communicate these plans to Smart3D TUF members;
- Have general supervision over all Smart3D TUF affairs;
- Organize and direct meetings and activities with Intergraph PPM local, regional, and (on occasion) corporate TUF sponsors for their particular area of interest;
- Act as liaison between Smart3D TUF and other organizations;
- Collect and consolidate technical product feedback from special interest Smart3D Focus Groups on a -quarterly basis;
- Monitors online web forums and manage discussion groups and meetings as scheduled during a regional or local community meeting;
- Acts as chief liaison to corporate Smart3D TUF sponsors to discuss product feedback and product requirements information;
- Provides recommendations to the Smart3D TUF committee members to participate on special-topic focus teams.

2.6.2 Smart3D TUF Deputy Chairpersons Duties

The UK & Ireland Regional Smart3D TUF Deputy Chairperson duties shall include:

- At the request of the Chairperson, or in the Chairperson's absence, perform all the duties of the Chairperson;
- Work with the Chairperson to accomplish the needs of the Smart3D TUF;
- Succeed the office of Chairperson if the Chairperson is unable to continue as Chairperson, or if the Chairperson resigns;
- Maintain a current list of all the members and member organizations;
- Keep the minutes of the Smart3D TUF meetings and discussions;
- Cause the meeting minutes and other related information to be distributed to the Smart3D TUF members and other pertinent organizations.

2.7 Term of Office

Chairpersons are expected to hold the position for a minimum of two years. Elections will be held bi-annually at an appropriate Smart 3D User meeting. The term of office for Chairs and

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Vice Chairs will be offset one year to insure the Chair and Vice Chair are not replaced in the same year.

2.8 Election of Smart3D TUF Chairs

All letters of interest shall be referred to a Nominating Committee, which shall be appointed by the Smart3D TUF chair. This committee shall review the qualifications of all interested applicants and shall recommend a slate of chairs, which shall automatically be placed in nomination and presented at the Smart 3D conference on a bi-annual basis.

2.9 Prerequisites and Evaluation Criteria

The following criteria shall be considered when evaluating individuals for nominations for chairs:

- Professional experience in Smart 3D Project Management;
- Working knowledge of the Smart 3D software suite as it relates to Smart3D TUF;
- Ability (time & money) to travel to Smart3D TUF meetings;
- Agreement with the rules governing Smart3D TUF;
- Proficient with computer communication packages such as email, web forums, etc.

After the above criteria has been considered and has been satisfied, considerations shall then be given to selecting members from a wide cross-section of the profession (i.e., large and small firms; consultants and in-house professionals; types of projects encountered; etc.).

2.10 Termination of Office

Lack of attendance at committee meetings for two (2) consecutive meetings in a twelve (12) month period may be cause for removal from office.

2.11 Temporary Filling of New or Vacant Offices

When a new office is created by action of the Smart3D TUF or becomes vacant through resignation, the Smart 3D chairs shall appoint an individual to temporarily fill the office until the next Smart 3D elections.

2.12 Meetings

Smart3D TUF meetings are aimed to be scheduled three times a year and additional meetings may be called by the chairs. Smart3D TUF committee meetings will be scheduled more frequently.

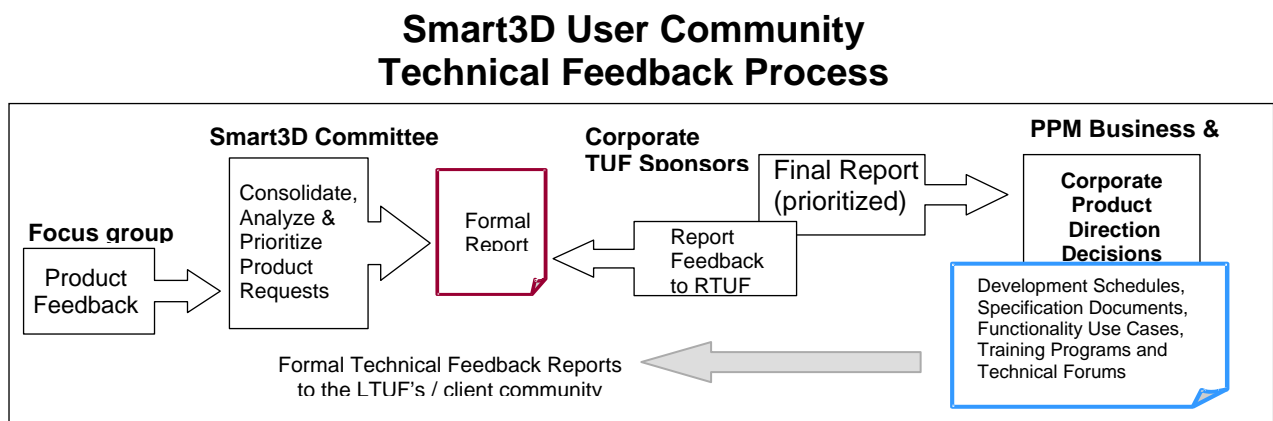
Members should have the information about dates, times, location and preparation far enough in advance to ensure that meetings are well attended and well prepared by members. The following information will be provided:

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- Location - select a meeting location convenient to the majority of group members;
- Schedule - meeting schedule should be set on a regular basis for a specified duration and agreed on by members before close of each meeting. Changes to the schedule should be communicated well in advance;
- Minutes – meeting minutes should be taken at each meeting and distributed within a specified time to all attendees;
- Documentation – action items, problems, information and ideas from group meetings should be captured and documented. Items listed should specify the action or problem, responsible individual and scheduled due date. Status of each item should be tracked accordingly, i.e. item closed, resolved, implemented, etc. This list should be reviewed regularly at each meeting;
- Chairperson and Intergraph sponsors should maintain a copy of minutes and documented lists

2.13 Communication Process

As stated in Section 2.3 one of the main goals of the Smart3D TUF is to streamline information communication channels and technical product feedback processes between the Smart3D TUF membership and Intergraph PPM. The following depicts the overall technical feedback process.



2.14 Proprietary Information/Nondisclosure

The Smart3D TUF committee shall not be bound to sign a Non disclosure Agreement (NDA) with Intergraph.

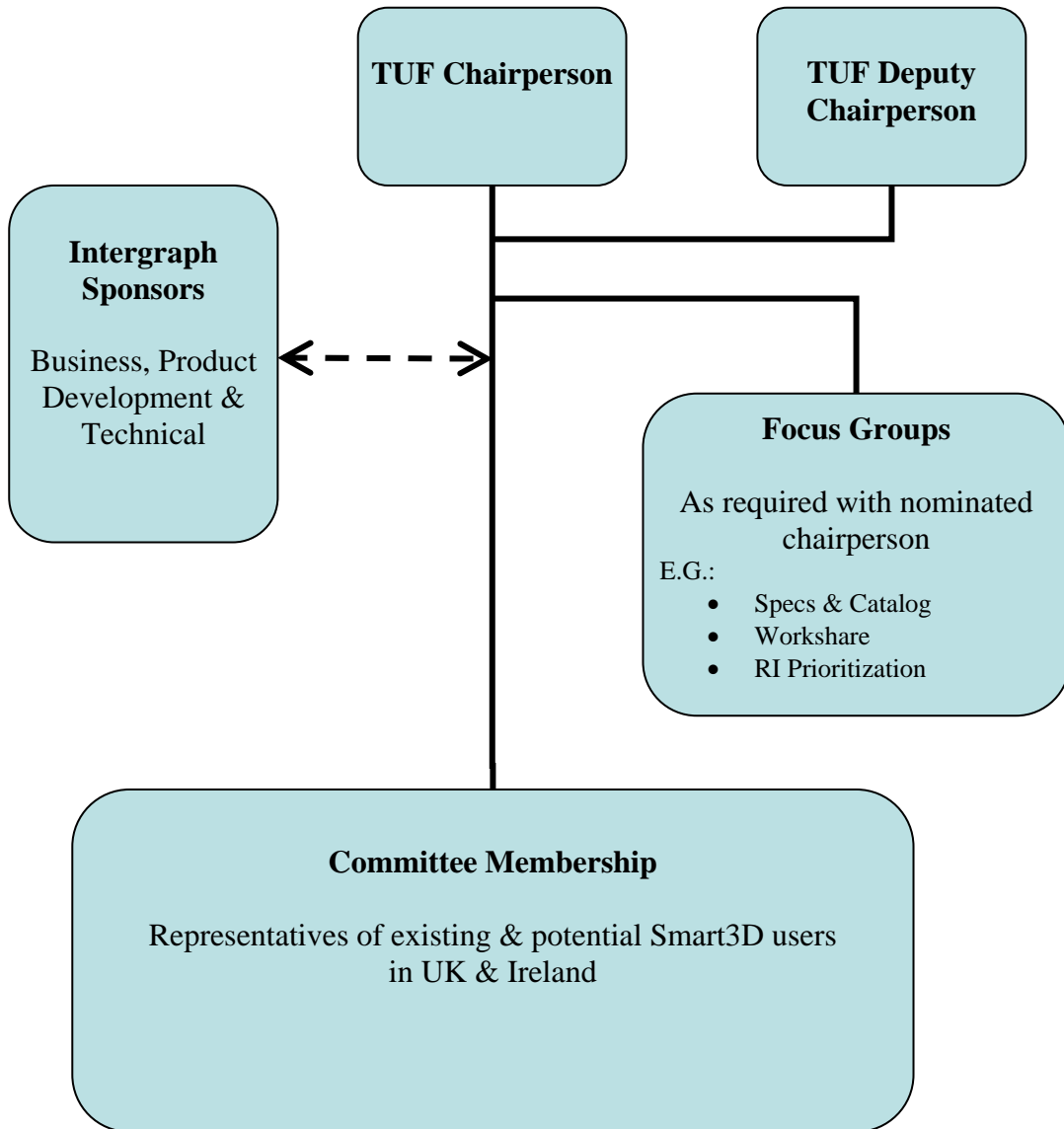
2.15 Amendments to the Charter

Recommendations for amendments to the charter may be made upon a motion from the floor and subsequent approval of two-thirds of the membership present.

3.0 ORGANIZATION CHARTS

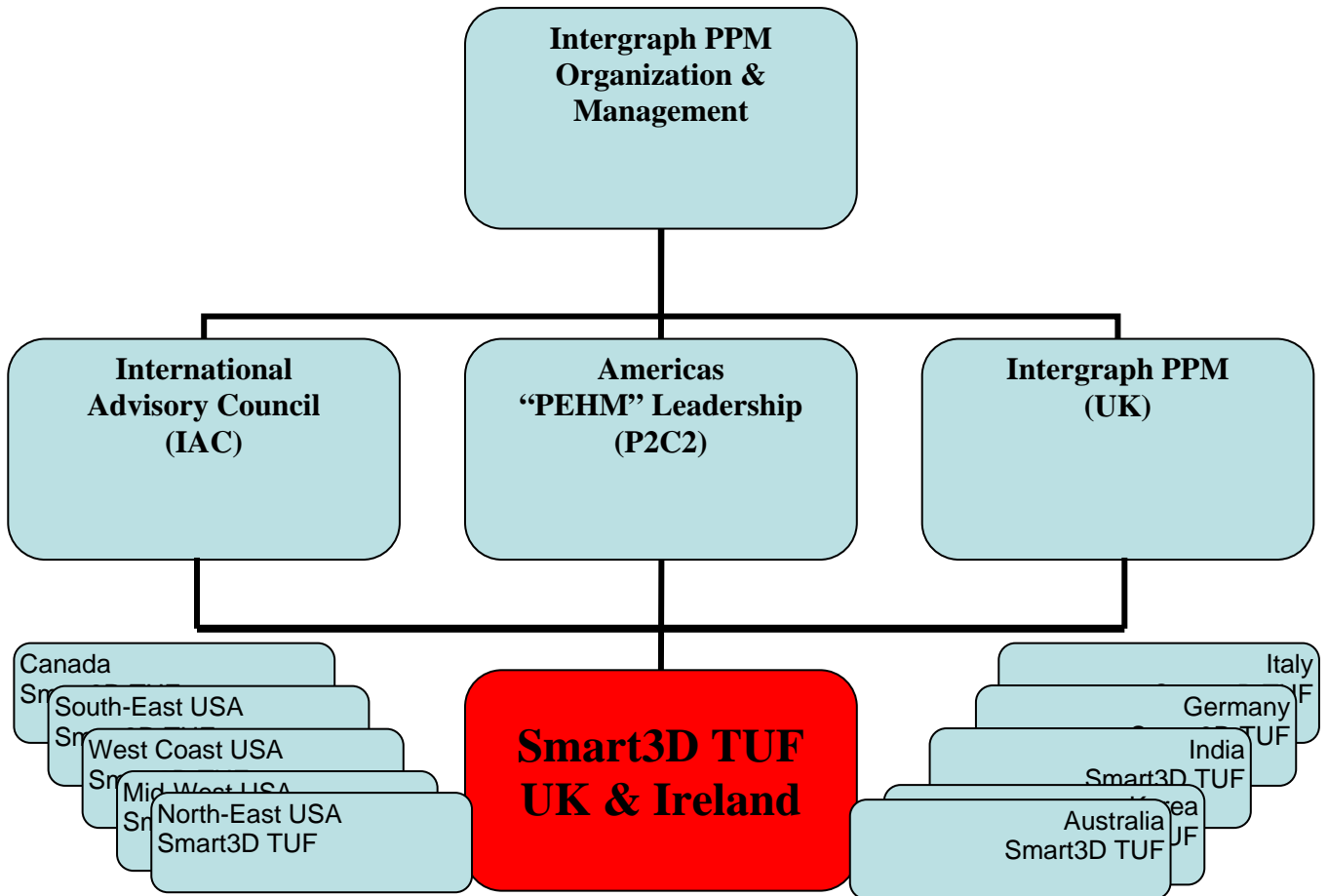
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3.1 Smart3D Technical User Forum Organization: UK & Ireland



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3.2 Worldwide P2C2 Organization Overview Chart



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