Independent Review Panel

CECorps Position Description

All Community Engineering Corps (CECorps) projects follow a rigorous process to provide a professional standard of care and appropriate response to community needs. While all project team deliverables are submitted to CECorps for a comprehensive review, the quality of the work product is ultimately the responsibility of the project team. Project teams are expected to have a quality assurance and quality control (QA/QC) plan in place for their project.

Description and Responsibilities

Central to the QA/QC plan is having an Independent Review Panel (IRP) that reviews the Project Team's work on a regular basis. The IRP is responsible for providing guidance and oversight for the project team's activities and deliverables.

In particular, the IRP:
- Develops a communication plan with the project team that establishes points of contact, regular updates, and an opportunity for the IRP to intercede when necessary to ensure the project team works diligently toward completion of the project.
- Reviews draft project team deliverables prior to submittal to CECorps review committees and subsequent presentation to the partner community.
- Acts as a resource to the Responsible Engineer in Charge (REIC), Project Lead, and other team members, as needed.
- Enforces accountability of the project team for deadlines, potential obstacles, or other issues before they become significant problems.
- Includes three panelists for student-led teams and two panelists for professional-led teams.

Qualifications and Requirements

IRP volunteers are individuals committed to the CECorps mission who have extensive experience in a field of engineering or other discipline(s) (e.g., management, water treatment plant operations, etc.) that is relevant to the project.

Required experience and qualifications include:
- At least four years' experience in infrastructure analysis, management, operation, or design
- Professional licensure (including but not limited to PE, PLS, or Operator Certification) or appropriate credentials relevant to the project

Time Commitment
The average monthly time commitment is between 1 and 5 hours. Volunteer effort varies depending on the scope and phase of the project.

Resources
IRP members should be familiar with CECorps policies and processes available on the CECorps website (www.communityengineeringcorps.org).

How to Apply
Individuals chosen for the IRP are agreed upon by the team applying for a project. The Project Lead will complete the project team application and add IRP individuals.

Best Practices and Guidelines
When reviewing draft deliverables and working with the project team, the IRP should consider the following guidance:

Is the document complete?
- Ensure that the deliverable meets a professional standard of care
- Review document for completeness and all attachments are included

Was the community actively engaged?
- Ask and confirm that the community played an active role in identifying needs and meaningful engagement occurred between them and the project team
- Ensure proposed solution is appropriate for the community

Is the document technically appropriate?
- For work plans, ensure that the project schedule, scope of work, and deliverables are reasonable
- For engineering reports/design, confirm the accuracy of any and all design calculations
- Confirm all pertinent regulations have been considered.
- Confirm the appropriate resources (with the necessary experience and credentials) have been consulted
- Ensure the project team is proposing solutions that are proven and sustainable
- Confirm the deliverable considers, accounts for, and holds paramount the health, safety, and welfare of the public in all aspects.

Is there a need for intervention?
- Identify and discuss red flags that may come up
- Identify and discuss concerns regarding the project team performing duties beyond their reach (e.g. extensive fundraising or construction).
- Notify CECorps staff, if necessary