**[INST ORGANIZATION NAME/LOGO HERE] Low-Code Center of Excellence**

**CoE Charter**

**1.0 Version and Change History**

| **Date** | **Approver** | **Change Notes** |
| --- | --- | --- |
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**Low-Code Center of Excellence**

**COE Charter:** Last Update MM-DD-YYYY & Next Review MM-DD-YYYY

**2.0 Mission Statement**

Insert your mission statement for your COE. Consider not just the mission statement for the COE, but also how does the COE and your organization’s use of Low-Code align to your 3-5 Year Organizational Strategic Goals.

**3.0 Low-code Goals**

| **ID** | **Goal** | **Goal Type** | **Goal Measurement** |
| --- | --- | --- | --- |
|  |  | **Business** |  |
|  |  | **Technical** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4.0 Key Metrics and SLAs**

| **Metric** | **Goal or SLA** | **Metric Type** | **Primary Stakeholder** |
| --- | --- | --- | --- |
|  |  | **Business** |  |
|  |  | **Technical** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5.0 Key Stakeholders**

| **Role** | | **POC** | **E-Mail** | **Phone** | **Preferred Comms** |
| --- | --- | --- | --- | --- | --- |
| **Executive Sponsor** | |  |  |  |  |
| **Business Owner** | |  |  |  |  |
| **Product Owner** | |  |  |  |  |
| **Appian Architect** | |  |  |  |  |
| **Data Architect** | |  |  |  |  |
| **Enterprise Architect** | |  |  |  |  |
| **DevOps Specialist** | |  |  |  |  |
| **Lead Developer** | |  |  |  |  |

**6.0 COE Meetings and Cadence**

Define when meetings are held and what the typical agenda is.

Weekly Sprint Meetings - Key Stakeholders attend applicable development sprint meetings - to spread influence of COE

Monthly Meetings - Executive, Business Owner, Product Owner

Half Year - Review Goals & Progress

Yearly Meeting - COE Retrospective & Strategic Goal Adjustment

(Build up maturity in these meetings > Don’t go all at once)