

APodC Policy on:

Project Template

Introduction

With increasing numbers of projects being undertaken by the Board a standard governance methodology is required. This policy sets out a basis for the construction and presentation of project plans for discussion by the Board.

Project Plans

All projects must be presented to the Board for approval in the following format. This ensures that deliverables are clear, the methodology is agreed in advance and that oversight of the project progress can be ensured. In addition to the project plan any policy items must be brought to the Board's attention at this time.

The components of a project plan are:

1. Project Definition

This section outlines:

- Why the project is being undertaken
- What the deliverables of the project are
- Any key assumptions or parameters

2. Project Steps

This section sets out each of the key steps of the methodology. An explanation of each step is required.

3. Project Structure

Here roles and responsibilities are outlined. Typically we would expect a structure to include:

- Steering group (to guide progress)
- Project Manager (day to day responsibility)
- Project Team (to conduct the work)
- Project Team (to conduct the work)
- Administrative support

4. Resource Requirements

This section details the resources (time, money, materials), required to meet the project goals. It will include a budget based on 'additional' (i.e. not including staff time) costs.

Time estimates for all project roles will be included.

5. Timeline

A Gant chart or similar will be presented. This will show:

- Time allocations for all project steps
- Key decision points and milestones

It is good practice to include a contingency time period.

6. Risk Assessment (optional)

For strategic or complex projects an assessment of risks is recommended. This enables possible negative outcomes to be considered and a plan for mitigation developed.

7. Deliverables

This section provides additional detail on the form and presentation of deliverables.

Process

Staff are expected to prepare project plans for the Board as outlined above. This information is then considered before approval to proceed is granted.

Once underway project progress is reported to the Board on the basis of:

- Adherence to the plan and timetable
- Any suggested alterations to the plan (these must be agreed by the Board)
- Any policy decisions arising from the progress of the project

It is the Board who is ultimately responsible for the project.

Graeme Ramsey