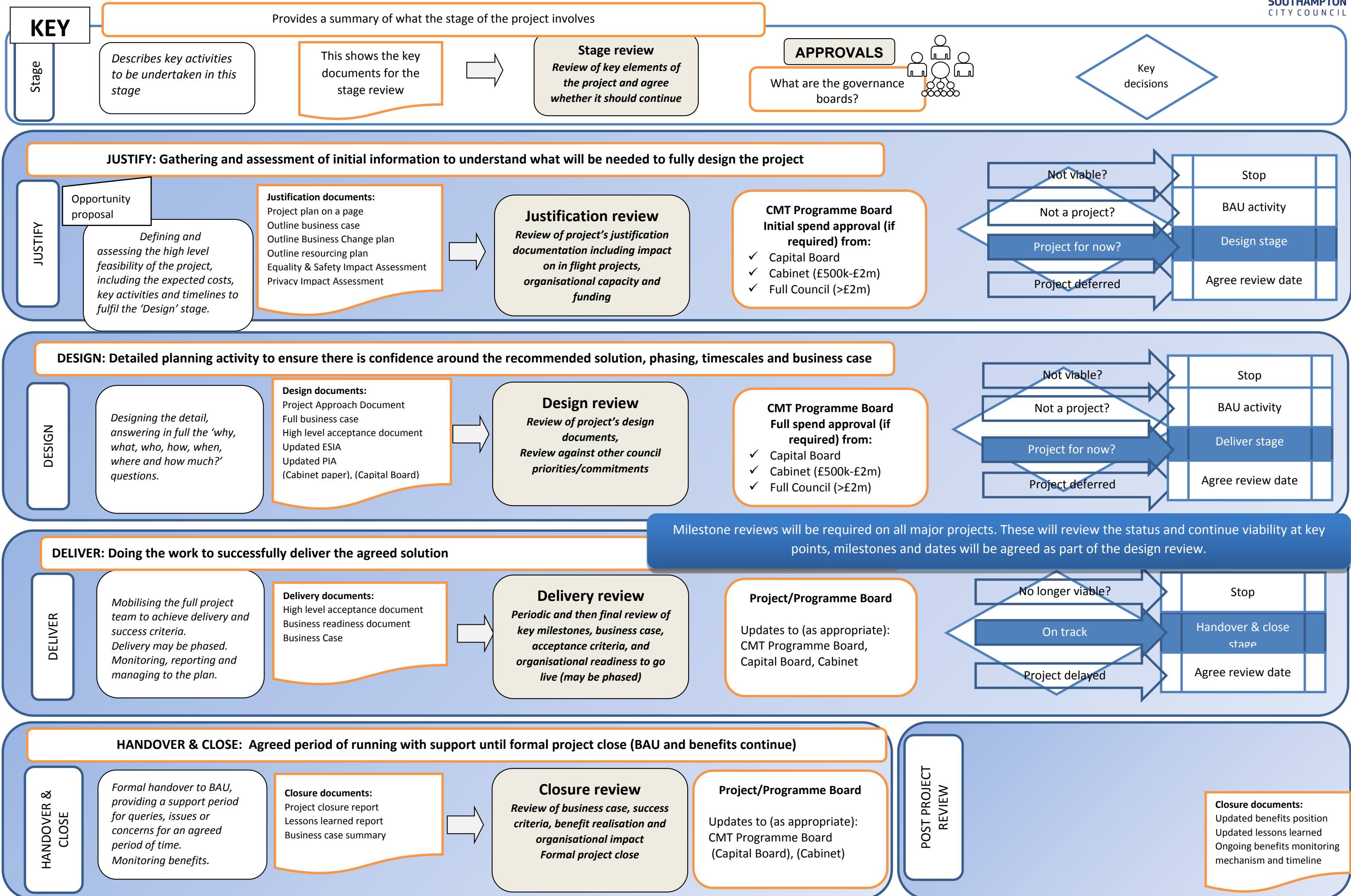
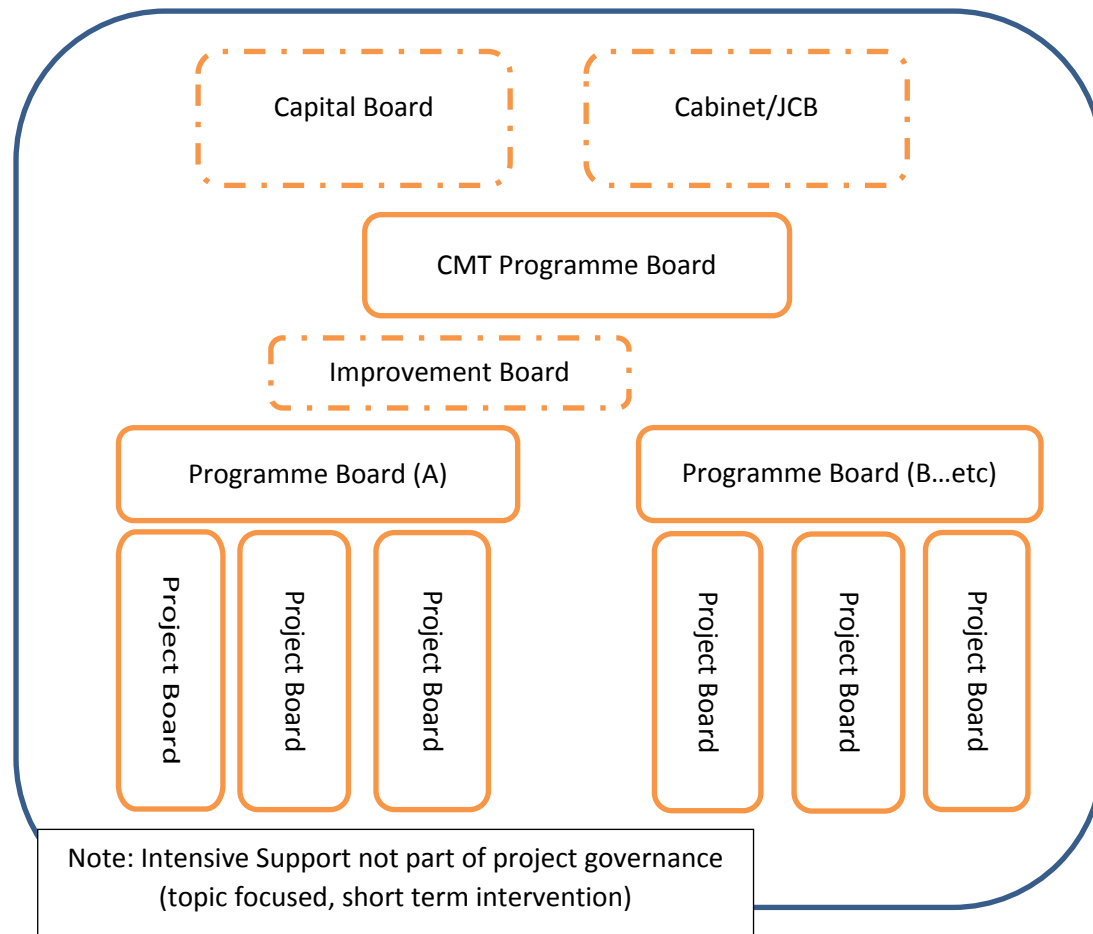


Project governance overview



Project governance overview



Meeting	Attendees
<p>Capital Board Where Capital funding is required - approval followed by monitoring capital projects/programmes against key milestones.</p> <p>Cabinet Where Cabinet approval of funding is required followed by monitoring projects/programmes against key milestones.</p>	Cabinet Members Chief Officers
<p>CMT Programme Board Monitoring suite of major programmes across the council against key milestones and outcomes. Decision maker on programme conflicts, escalations and prioritisation.</p>	Council Management Team Service Lead – Programme Management Project/Programme Managers as required
<p>Programme Board Project updates Monitoring programme progress and key success criteria. Decision maker on project conflicts and escalations and within agreed authority levels.</p>	Programme Sponsor Programme Manager Project Managers Key stakeholders
<p>Project Board Monitoring project progress and key success criteria. Decision maker within agreed authority levels.</p>	Project Sponsor Project Manager Workstream leads

Key documentation			
Stage	Stage review documents	Project governance documentation	
Justify	Project plan on a page Outline business case Outline resourcing plan (Cabinet paper) (Capital Board paper)	Governance document Risks, Assumptions, Issues & Dependencies (RAID) log Actions, Decisions & Lessons log	Privacy Impact Assessment (PIA) Equality & Safety Impact Assessment (ESIA) Highlight report
Design	Project Approach Document Full business case High level acceptance document (Cabinet paper) (Capital Board paper)	Detailed project plan (MS project) Detailed requirements document Requirements prioritisation template Business Change approach Business Change plan Change control document High level acceptance document	Detailed resourcing plan(s) Updated ESIA & PIA RAID Highlight report Work packages Test approach and plans Actions, Decisions & Lessons log
Deliver	High level acceptance document Business readiness document Updated business case	Highlight reporting Updated Project Approach Document Detailed project plan RAID	Budget tracker Change control document Benefits realisation tracker Actions, Decisions & Lessons log
Handover & close	Project closure pack Benefits monitoring mechanism & timelines		
Post project review	Post project review documents Updated benefits position Updated lessons learned Ongoing benefits monitoring mechanism and timeline		