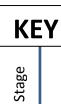
Project governance overview





Describes key activities to be undertaken in this stage

Provides a summary of what the stage of the project involves

stage review

This shows the key documents for the

Stage review Review of key elements of the project and agree whether it should continue

APPROVALS What are the governance

Key decisions

JUSTIFY: Gathering and assessment of initial information to understand what will be needed to fully design the project

JUSTIFY

Opportunity proposal

> Defining and assessing the high level feasibility of the project, including the expected costs, key activities and timelines to fulfil the 'Design' stage.

Justification documents:

Project plan on a page Outline business case Outline Business Change plan Outline resourcing plan **Equality & Safety Impact Assessment** Privacy Impact Assessment

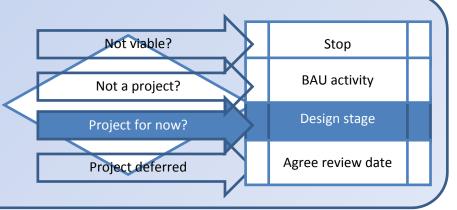
Justification review

Review of project's justification documentation including impact on in flight projects, organisational capacity and funding

CMT Programme Board Initial spend approval (if required) from:

boards?

- Capital Board
- ✓ Cabinet (£500k-£2m)
- ✓ Full Council (>£2m)



DESIGN: Detailed planning activity to ensure there is confidence around the recommended solution, phasing, timescales and business case

DESIGN

Designing the detail, answering in full the 'why, what, who, how, when, where and how much? questions.

Design documents:

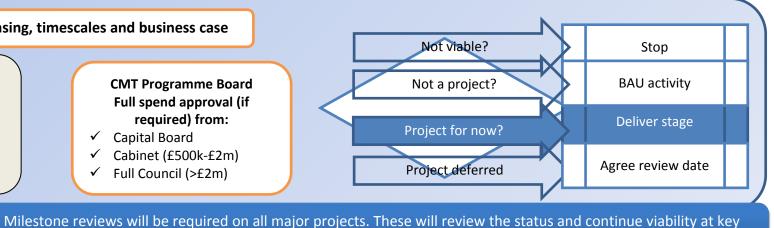
Project Approach Document Full business case High level acceptance document **Updated ESIA Updated PIA** (Cabinet paper), (Capital Board)

Design review

Review of project's design documents, Review against other council priorities/commitments

CMT Programme Board Full spend approval (if required) from:

- Capital Board
- Cabinet (£500k-£2m)
- ✓ Full Council (>£2m)



DELIVER: Doing the work to successfully deliver the agreed solution

DELIVER

Mobilising the full project team to achieve delivery and success criteria. Delivery may be phased. Monitoring, reporting and managing to the plan.

Delivery documents:

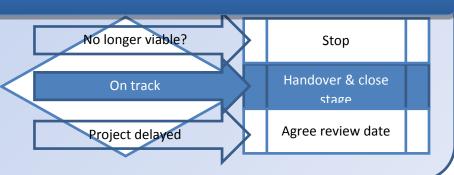
High level acceptance document Business readiness document **Business Case**

Delivery review

Periodic and then final review of key milestones, business case, acceptance criteria, and organisational readiness to go live (may be phased)

Project/Programme Board

Updates to (as appropriate): CMT Programme Board, Capital Board, Cabinet



HANDOVER & CLOSE: Agreed period of running with support until formal project close (BAU and benefits continue)

Ø HANDOVER CLOSE

Formal handover to BAU. providing a support period for queries, issues or concerns for an agreed period of time. Monitoring benefits.

Closure documents:

Project closure report Lessons learned report **Business case summary**

Closure review

Review of business case, success criteria, benefit realisation and organisational impact Formal project close

Project/Programme Board

Updates to (as appropriate): **CMT Programme Board** (Capital Board), (Cabinet)

POST PROJECT REVIEW

points, milestones and dates will be agreed as part of the design review.

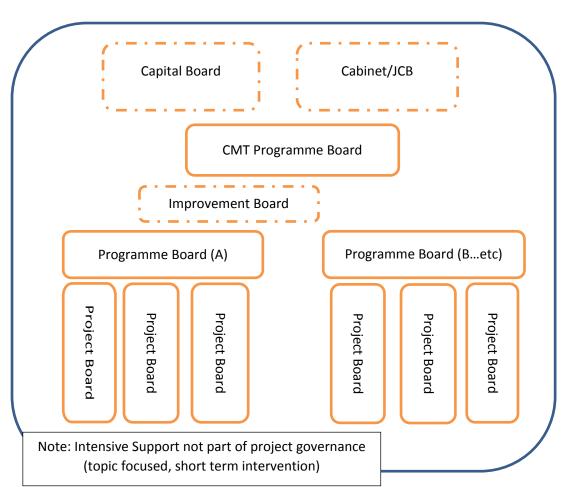
Closure documents:

Updated benefits position Updated lessons learned Ongoing benefits monitoring mechanism and timeline

\$2j0htagk.docx

Project governance overview





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

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