

Policy for Governance and Management of Projects

The following statements of policy indicate how senior line management expects the Project Solution Suite to be applied within the organisation.

Proposals	All projects must initially be presented as proposals to Senior Management, and approved by them, before work on ANY other management or specialist products commences.
Scope of Work	<p>For all client projects, <i>Project Briefs</i> and <i>Product Descriptions</i> of key specialist products are to be prepared as part of tender response, reviewed and approved by the Project Executive, and incorporated into the tender response.</p> <p>Approval of a <i>Project Brief</i> does not constitute approval to commence any specialist work.</p>
Initiation	<p>If a tender response is accepted by a client, the <i>Project Brief</i> is to be reviewed, and if necessary revised, as part of preparation of the <i>Project Management Plan</i>.</p> <p>No work on any specialist products is to commence before approval of the <i>Project Management Plan</i> by the Project Executive.</p>
Stages	The Project Management Plan of a project will identify its management stages. Approval of a Project Management Plan or a particular Stage Plan does not constitute approval to commence any specialist work in a subsequent Stage.
Status monitoring	Project managers are to formally review the status of their projects against approved budgets and tolerances at least monthly.
Breach of tolerance	The exception procedure outlined in the <i>Project Management Method</i> manual is to be engaged as soon as a Project Executive or project manager becomes aware, as the result of a formal review or by some other means, that the project cannot be completed within allowed tolerance of an allocated budget of time, cost, quality, risk, etc.
Change	<p>For all client projects, no informal requests for change are to be accepted. All requests for change are to be captured as Project Issues, and formally evaluated, costed, and reviewed.</p> <p>A request for change may not be actioned without the formal approval of the Project Executive.</p>
Quality	<p>Project Managers are to periodically spot-check critical specialist products produced by every project team member.</p> <p>Project Executives are to arrange independent review of all key specialist products of each project before these products are handed over to the client.</p>