

Project Solution Suite

Project Governance Checklist

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Background

This document is designed as a quick reference for Project Steering Committee members. It is to be used in conjunction with the Project Governance Handbook and the Project Management Method Manual, not as a replacement.

Fundamental Questions

These are the typical questions a new Project Steering Committee member may want answers to during initial induction into the committee.

Question

What resources are available to help me govern this project?

- Review Lessons Learned from previous projects
- Review standard project work breakdown structures
- Review timeframes, costs, issues and risks of previous similar projects
- Talk to managers who have governed similar projects, or worked with your client before

Where can I obtain the information about how my organisation expects me to govern projects?

- Consult with the PMO
- Refer to the Project Management Method Manual
- Refer to the Project Governance Handbook
- Obtain copies of relevant Standard Project Templates

How can the PMO assist me?

- Provision of guidance on the Project Management Method
- Establishing a Project ID, and a project directory structure
- Consultation on impacting projects
- Provision of tools and pragmatic advice for all stages of a project.
- Provide arms and legs to support Project Steering Committee members when requested

What does the organisation expect from me?

- Contribution to the ongoing evolution and development of the Project Management Method to better meet our organisation's needs

- Proactive involvement in the activities of the Project Steering Committee
- Timely notification of issues and risks that may affect other projects
- Proactive review of Project Highlight Reports so that Project Managers receive positive direction

What should I expect from the Project Manager?

- Doing the 'leg work' of the project – developing all required project documents, managing those developing the project's products, actively managing all project issues and risks, and keeping me involved
- Ensuring that all project deliverables are on time, within budget and of the expected quality
- Maintaining and enhancing our organisation's reputation with our clients, to foster ongoing and future work

What will the Project Manager expect of me?

- Actively working with corporate/program management to resolve all issues and risks that have been escalated to me, or that have been assigned to me.
- Actively promoting the project to the rest of the organisation, including provision of adequate budget and other resources.
- Communicating with senior managers in client organisations to help remove roadblocks in the client's organisation
- Being available for ad hoc discussions

Early Warning Signs of Trouble

The following list highlights some early warning indicators that your project may be approaching an out-of-control situation.

- Lack of senior management commitment to the project.
- Difficulty in identifying tangible benefits from the project
- Frequent absences of Project Steering Committee members from scheduled meetings
- Scant or incomplete reporting from the Project Manager.
- Issue Log dramatically increasing in size, with issues not being addressed and resolved in a timely manner.
- Issue closure dates continually slipping.
- Risks not being reviewed. Key risks not being proactively managed by their assigned owners.
- Milestones continually slipping.