Project Management Policy

Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.

1 Objective

This document describes the Yarriambiack Shire Council's policy regarding the essential elements in the management of all projects.

The objectives of this policy are to ensure that:

- Projects are effectively managed within the limitations of Scope, Quality, Resources (Time and Budget) and Risk.

- Appropriate governance and control is established.

- Communication, quality and risk management plans are developed and executed throughout a project's life.

- Appropriate authorisation and acceptance is established throughout the life of a project.

- Stakeholder communication is inclusive; and,

- Post implementation reviews are conducted and actively used to improve the conduct of project delivery.

In order to achieve these objectives the elements of this Project Management Policy must be included in the initiation, planning, and execution of all projects.

2 Responsibility

a) Department managers will be responsible for ensuring the Project Management Policy and Procedure, and related documentation is applied to all Council Projects.

b) The assigned Project Manager is responsible for ensuring that a Project Mandate has been completed, in accordance with Council's Budget Framework and Guidelines document.

c) The Chief Executive Officer is responsible for approving the Project Mandate budget.

d) The Project Manager will be accountable for:

   i. the delivery of the project and the ongoing outcomes after project completion.

   ii. the project team from the initiating phase through to the closing phase.

   iii. the project and will ensure each phase is managed in accordance with the Council Project Management Policy and Procedure.

3 Policy Statement and Scope

The Project Management Policy is a Council-wide policy, to be applied across all departments for all staff to comply with, regardless of monetary value and size.

Council utilises the universal principles of the PMBOK® guide as an overarching Project Management Framework, in conjunction with this policy and associated procedure. This framework for Project Management is based on the generic process flows of Initiating, Planning, Executing, Controlling & Monitoring and Closing.

a) Projects require a Project Mandate to be approved prior to applying for project funding.

b) The completed Project Mandate requires the approval from the Special Projects Asset Management Working Group (SPAMWG), before being endorsed by the Chief Executive Officer.

c) An approved Project Mandate triggers the development of the suite of documents required to get the project "shovel ready" to apply for funding if required, or to deliver the project if utilising Council's own source revenue.

d) The Project Manager developing the Mandate may not always be the Project Manager who delivers the Project. Once funding is secured a Project Manager will be appointed by the CEO.

e) Project Managers are required to have experience, skills and available time to manage the project. This will be taken into consideration when the CEO appoints a Project Manager.

f) The Project Sponsor (Accountable Officer) is nominated in the Procurement Evaluation Plan and is the nominated Project Sponsor for the duration of the project, from initiation through to project closure.

g) Project actual v budget, risk and status is to be reported quarterly and included in Council's Financial and Non-Financial Performance Report. This report is reviewed by Extended Leadership Team, Audit and Risk Committee and Council.

h) A Lessons Learned Report is to be populated within one year of the project closing and reported to the SPAMWG to implement process improvements going forward.

3.1 Review of Policy

This policy is to be reviewed every three years by the Manager Development and Environmental Services, the Senior Leadership Team and adopted by Council.

4 References

- Procurement Policy 2021 – 2025
- Procurement Management Manual
- Project Management Procedure
- *Occupational Health and Safety Act (2004)*
- *Local Government Act 2020*
- Risk Management Manual
- Grant Management Policy
- Grant Management Procedure
- Budget Framework and Guidelines Manual
- WorkflowMax Project and Financial Management Manual
- Finance and Payroll Management Manual

5 Definitions

PMBoK®:	**P**roject **M**anagement **B**ody **o**f **K**nowledge. PMBOK® is a collection of processes and knowledge areas accepted as best practice within the project management discipline, world wide.
Project:	A Project is a great opportunity for Council and/or the Community to achieve their business and non-business objectives more efficiently through implementing change. Projects help to make desired changes in an organised manner and with reduced probability of failure. A project is an activity that is carefully planned to achieve a particular aim.

Project Mandate:	The main purpose of the Project Mandate (Business Case) is to formally acknowledge that a project has approval to proceed to a Project Plan and to source funding.
Project Sponsor:	The person given overall responsibility for ensuring that a project meets its objectives and delivers the expected benefits. They are considered the champion of the project and will have ongoing accountability for outcomes of the project. This is generally a Director within Council.
Project Management Framework:	Is the framework for how projects are planned, executed and delivered based on proven project management methodologies, to ensure projects are completed on time and on budget. Council utilises the PMBok method.
Project Manager:	The person responsible for the day-to-day management of the project objectives, tasks, progress and project team. They can also be responsible for initiating the Project Mandate for a project.
Shovel Ready:	Shovel ready is the state where workers can be employed and construction can begin.

Council Approved Policy

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