

Project management policy

Purpose

Project management policy and procedures

The purpose of this policy is to provide a broad project management approach to the Peer Organization For Youth Development

NB

The policy is;

- Applies to projects initiated by the peer organization.

Goals and objectives

The policy and procedures will enable service areas to understand the steps required to initiate, monitor, deliver and evaluate projects in a controlled manner. This, in turn, will ensure that:

- Successfully manage projects and manage them to completion.
- Increased visibility of projects to peer organizations.
- Enhancing the possibility of projects achieving their declared results and achieving the expected benefits within the agreed time frames.
- The peer organization understands that not all projects require significant or complex levels of governance, documentation and reporting. The policy aims to provide guidance commensurate with the requirements of each project. It also stipulates minimum requirements for project governance and management.
- The document will provide clear guidance and best practices on:
 - Defining the project and producing the feasibility study.
 - The processes used for a successful implementation.
 - Roles and responsibilities of the project team.

Project identification

The project is defined as having the following features:

- A clearly defined and regularly reviewed business case study to assess its viability;
- specific start and;
- Specific and measurable.
- A project plan containing activities to achieve defined results against which progress can be measured.
- Analysis of risks and steps to avoid or mitigate them.
- A specific budget, or other definition of the resources available to complete the project.
- An interim management control structure with clear and acceptable roles and responsibilities for the project management team.

Project Phases

Practically all projects consist of four life cycle phases. The number of phases within each phase depends on the project category. The four main life cycle phases of any project are:

- start and
- Judgment and
- Implementation and
- Close the project and

Appropriate management and controls through each of these four phases are essential to forming an effective project management framework.

Project management structure

Corporate projects should have a management structure with defined and acceptable roles and responsibilities. Some roles can be shared depending on the size and type of the project. The main roles are:

The project sponsor is a member of the management team responsible for project delivery. The sponsor usually chairs the project board and ensures that the project is appropriately resourced.

Project manager responsible for:

- Planning and daily operation of the project within the terms of the project brief
- Provide everything needed
- Obtain approval for any deviation from the project brief

Project board

The Project Board oversees the progress of the project through regular spotlight reports provided by the Project Manager. At least one meeting per month should be the norm unless circumstances require otherwise.

The project should be reviewed at the end of each stage to monitor feasibility and develop a detailed plan for the next stage. This is;

- Ensures that appropriate resources are
- Monitors the continuing importance of the project and makes a recommendation to the senior management team if circumstances indicate that the project or brief should be terminated significantly

The composition of the board of directors depends on the nature, profile, cost and risks of the project. The minimum requirements would be the project sponsor, end user representative, and project manager. Additional roles can be added for more complex projects.

Project plan

The project plan must be completed and followed throughout the life of the project. The plan should include 'who', 'when' and 'how' specific objectives should be achieved. Dependency between goals.

That is, how a slip in time/money/quality on one element can affect another in the project.

Clearly presented and the project plan divided into appropriate management phases. Project phases are the major sections or milestones of the project and will be defined by the project manager.

The project should be controlled systematically through an agreed reporting and monitoring structure agreed at the start of the project. The project plan will form

the basis of control and will be used by the project manager to monitor actual progress against the expected plan.

The Project Manager will also report on the appropriate control points to the Project Board in the form of a Featured Report. This will enable project management to look into problems, initiate corrective actions, and authorize the project to continue.

Risk assessment

A formal risk assessment will be carried out and included in the risk register. This will be reviewed throughout the life of the project and form a regular part of the project managers' report. The key to risk management is to consider steps to reduce or provide a provision for identified risks.

Project Managers Report

The project manager's report to the Board will include the following headings:

- Executive Summary
- Progress and Program
- Costs
- risk
- Stakeholder decisions including any requests to change the output requested in the summary
- Action plan for the coming period

Project closing

It is important to close the project once it is completed and have formal approval from the project board. A closing report will be submitted to the Board of Directors, which will state:

- The objectives set out in the project plan have been achieved
- Final Budgeting
- Identify any follow-up to actions or lessons learned
- Official logout request
- Ensure, where appropriate, that the project is delivered to the end user/completed
- All documents have been completed and must be archived