



Part 4, Section 7: Contract Procedure Rules

CONTRACT PROCEDURE RULE 4 - PROJECT MANAGEMENT

1. The Council has put in place a Project Management Guide (“PMG”) to manage major projects undertaken by the Council. The current Project Management Guide will be used for all projects.
2. The aim of the PMG is to help reduce and manage the risk associated with major projects and to put in place clear lines of accountability and define the responsibilities of the officers and members involved in the project. The PMG is the protocol to be followed with respect to all major projects carried out by the Council.
3. The PMG identifies the key stages of the project and covers all areas of the project which can include implementation of the project post contract award.
4. A Project Board for all major projects will be set up and will consist of the Project Sponsor who will be a member of Management team and the Project Manager who is responsible for organising and controlling the project, along with all those who will contribute to the delivery of the project.
5. The Portfolio Holder will ensure that there is appropriate political input into the project through their regular portfolio holder meetings. In the event that there is a change of portfolio holder during the life of the project, the existing portfolio holder will carry out a formal handover to the successor portfolio holder or leader. If this is not possible the handover will be carried out by the project Sponsor. The shadow portfolio holder will be kept informed of the projects progress through their regular shadow portfolio holder meetings.
6. In addition to the portfolio holder and shadow portfolio holder’s overview there will also be further members oversight from a cabinet working group, focussed on the delivery of the whole of the council’s project program. This will allow for a holistic view of the council’s projects and for the prioritisation of resources and the management of risk across all projects.
7. Major project progress will be reported on periodically throughout the year as part of the planned performance management reporting mechanism.

8. Upon completion of the project the Project Board shall ensure that the objectives of the Project Initiation Document have been met, including an analysis of the benefits realised and lessons learnt to build into future projects.