Title	**Project Management Policy**
Council Resolution	Item 13 (29 July 2019) as per Council Minutes
Responsible Directorate	Infrastructure and Works
Due for Review	Two (2) years from Council Resolution Date
Strategic Plan Reference	Leading our community Objective 4.2 Prioritise resources to achieve our communities' goals. Strategy 4.2.1 Deploy the Council's resources effectively to deliver value
ECM	Council Policy

PURPOSE

This policy sets out Glenorchy City Council's approach to the successful management and delivery of projects.

SCOPE

This policy applies to all Aldermen, Council employees, contractors, consultants and other people acting for or on behalf of Council.

STATUTORY REQUIREMENTS

Australian/International Standards	AS/NZS ISO 9001:2015 Quality Management System
	AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
	AS/NZS ISO 21500:2016 Guidance on Project Management

DEFINITIONS

Term	Definition
Project Management Framework	The Framework includes policies, processes, tasks, and tools used to take a project from start to finish. It encompasses all the critical components required for planning, managing, and governing projects.
Project Management	Application of processes, methods, knowledge, skills and experience to achieve the project objectives.
Project	Temporary endeavour undertaken to create a unique product, service, or result.
Project Scope	Documented list of specific project objectives, deliverables, tasks, costs, and deadlines.
Project Deliverables	Tangible things that the project will produce to enable the project objectives to be achieved. Also called project outputs.
Project Objectives	A statement of the overarching rationale for why the project is being conducted.
Project Outcomes	The measurable benefits or disbenefits that will be realised from the utilisation of the outputs delivered by the project.

RELATIONSHIP WITH OTHER POLICIES AND GROUPS

Policy/Group	Description
Community Engagement Policy	Direction on how to engage with the community and stakeholders when making decisions that impact on the community.
Code for Tendering and Contracts	Framework for best practice tendering and procurement requirements in line with the legislative requirements.
Risk Management Policy	Framework to minimise exposure to risk.
Information Management Policy	Guidance and direction on the management of information.
Privacy Policy	Management of personal information.

POLICY STATEMENT

1. Council will provide a fit-for-purpose and effective Project Management Framework for the initiation, setup, management and finalisation of projects throughout Council. The framework will have a scalable approach for managing projects based on value, risk and complexity.

2. Council supports a virtual Project Management Office (PMO) that will define and maintain standards and resources for project management. The PMO will provide tools, training, resources and knowledge sharing within Council.

3. The preliminary proposal or business case must be approved, prior to proceeding with a project. It will examine the business needs and cost-benefit analysis of a project to justify the approval of the project and to set its scope.

4. Council will have project governance in place for each project which will provide an oversight function. Project governance will be aligned to the organisation's governance model and be in place for the entire lifecycle. The governance will ensure there is a management framework by which decisions are made, and projects are monitored and controlled.

5. Any project delivered by the Council will have its objectives, outcomes, and deliverables clearly identified, documented, and be aligned with Council's strategic goals, objectives, and risk appetite.

6. Each project will have a Project Manager allocated, who is responsible for delivering the project, and a Project Sponsor providing the financial resources and championing the project within Council.

7. All Council projects will have a Project Management Plan agreed between the Project Manager and the Project Sponsor. The plan will guide the delivery of the project and will document planning assumptions and decisions, facilitate communication amongst project stakeholders, and document approved scope, cost, and schedule baselines.

8. Council will allocate and sustain an appropriate level of resource to ensure the delivery of projects. Project team members will be selected to ensure they have suitable levels of skills, knowledge, and experience.

9. Roles and responsibilities for those involved in projects will be clearly identified and agreed between the relevant persons and groups.

10. All Council projects will maintain a current project-specific 'Risk and Issues Register' and have quality control and assurance measures in place.

11. All Council projects will be communicated clearly and regularly to all stakeholders who are involved in the project.

12. An appropriate level of stakeholder and/or community engagement will be part of delivering the project, which ensures that Council understands and considers any/all issues and the impact of those issues on the project.

13. The status of projects will be tracked at a program level (based on related projects), and progress reported against the annual plan on a quarterly basis to Council. The Project Manager will ensure that documentation and record keeping is accurate and up to date for each project.

14. In finalising projects, the Project Manager will ensure that all processes are completed, and any learnings are captured and communicated to the Project Management Office.