

Project Review Level - Matrix

Reviews should be conducted at the Costpoint Level 2 project level (5###-##) and the revenue considerations should be made accordingly.

It is the responsibility of the Level 2 Project Manager to undertake an appropriate review in collaboration with their respective Business Division Leadership, irrespective of whether the Level 1 Programme and Level 2 Project are in different Business Divisions.

	Level 1	Level 2	Level 3	Level 4	Level 5
PROJECT REVIEW LEVEL OVERVIEW	<200,000 GBP revenue No leading indicators	<200,000 GBP revenue and at least one leading indicator at L2 >200,000 GBP revenue and no leading indicators	Any revenue At least one leading indicator at L3 activated	Any revenue At least one leading indicator at L4 activated	Any revenue At least one leading indicator at L5 activated

LEADING INDICATORS

Category	Criteria	Level 1	Level 2	Level 3	Level 4	Level 5
Risk	Enterprise Risk Category	Standard	Standard	Elevated	High / Critical	High / Critical
Quality	Aged Project Review	n/a	>30 days since last project review	>60 days since last project review	>90 days since last project review	>90 days since last project review
Commercial	Aged WIP > 60 days Past Due AR > 30 Days Past Terms or Late	£1K - £20K GBP	+/- >£20K GBP	+/- >£80K GBP	+/- >£200K GBP	+/- >£400K GBP
Commercial	GM EAC Variance from budget / previous GM EAC (£ AND %)	£1K - £20K GBP	+/- > £20K GBP AND > 3% of previous GM Budget / EAC	+/- > £80K GBP AND > 3% of previous GM Budget / EAC	+/- > £200K GBP AND > 3% of previous GM Budget / EAC	+/- > £400K GBP AND > 3% of previous GM Budget / EAC
Scope/Schedule/Change	Unprocessed Aged Change > 60 days	£1K - £60K GBP	> £60K GBP	> £125K GBP	> £250K GBP	> £400K GBP
Quality	Plan Overdue / Stale Plan	30 days	60 days	90 days	120 days	180 days
Quality	Past Due Corrective Action (CA) Target Completion Date	30 days	60 days	60 days	90 days	120 days
HSE	Aged Outstanding Incidents	30 days	60 days	90 days	120 days	180 days
Various	Section Rating Trend (HSE, Quality, Risk, Scope, Customer, Comms, Technical etc.)	Observation/Concern OR Improvement Required	Observation/Concern followed by an Improvement Required	Major Observation/Concern followed by an Improvement Required	Significant Observation/Concern followed by an Improvement Required	Significant Observation/Concern followed by an Improvement Required

Source of Information
OnPoint
OnPoint - manual calculation required
PowerBI to be created - Name TBC
OnPoint - manual calculation required
OnPoint - manual calculation required
OnPoint - manual calculation required
OnPoint Quality Module - manual calculation required
Bespoke dashboard to be created - Name TBC
OnPoint - See OnPoint Comment section

	Level 1	Level 2	Level 3	Level 4	Level 5
TYPE OF PROJECT REVIEW*	Project Check-In PM and DPE/RoP	Project Review Meeting PM and DPE/RoP	Project Review Meeting PM, DPE/RoP and Group Director	Project Review Meeting PM, DPE/RoP, Group Director and GDBO	Project Review Meeting PM, DPE/RoP, Group Director, GDBO and VP

*DPE - Designated Project Executive

*RoP - Reviewer of Projects