

**ICT Project Management Policy**

Foodstuffs-North Island

*Team F*

*Effective date:1/10/2019*

*Revision date:28/6/2019*

## Purpose

The purpose of this policy is to provide clear information to staff about the management of ICT projects.

This policy is designed to support staff to ensure projects are delivered within agreed timescales and budget.

## Introduction

A good-practice Project Management Policy and methodology enables Foodstuffs NI to manage projects in a measurable, standardised and consistent manner in accordance with best practice disciplines.

Foodstuffs NI will follow an international recognised project methodology, Prince2 (UK), the industry standard for IT related projects, which can also be applied to Non-IT related projects.

The ICT projects within Foodstuffs NI must be controlled in a manner which provides a governance structure with the appropriate authority and controls to identify and manage risks and ensure the projects are delivered within timescale and budget.

This policy provides a summary of the required principles, values, structures and roles and responsibilities of all staff to support the on-going implementation of ICT Projects.

This policy should be read in conjunction with other related ICT policies.

## Definitions

Definitions will align, where possible, to Prince2 Glossary of Terms.

**Project Governance** - the identification and allocation of roles, responsibilities and accountabilities for the achievement of project benefits, and the delegation of project decision making authorities.

**Portfolio** - An organisations portfolio is the totality of its investment in the changes required to achieve its strategic objectives.

**Programme** - Managing Successful Programmes (MSP) defines a programme as a temporary, flexible organisation created to coordinate, direct and oversee the implementation of a set of related projects and activities in order to deliver outcomes and benefits related to the organisation’s strategic objectives.

**Project** - A project is a temporary organisation, usually existing for a much shorter time than a programme, which will deliver one or more products, services or results according to a specific business case in a managed environment. A particular project may or may not be part of a programme.

**Project Management** – the application of knowledge, skills, tools and techniques to project activities to deliver predefined measurable deliverable, objective or outcome.

**PMI** – Project Management Institute.

**PMBOK** – The Project Management Body of Knowledge, developed by the Project Management Institute (PMI) organisation.

**Prince2** – **PR**ojects **IN** **C**ontrolled **E**nvironments – a method that supports some selected aspects of project management. Prince2 was developed within the British Government, and now used internationally.

**PMM** – Project Management Methodology.

**Project Management Methodology** – Appropriate management through the phases of Initiation, Governance and Planning, Execution and Control and Project Closure and Review.

## Scope

This policy applies to all ICT projects across all department units in FoodStuffs NI IT department and to all staff and third-party companies who are in any engaged in the management of the process. This policy also applies to suppliers who involved in the projects of Foodstuffs NI.

## Responsibilities

CEO and CIO are the owner of this policy and is responsible for oversight of the ICT projects.

**CEO**

The CEO has overall responsibility for ensuring the aims of this policy are met.

**CIO**

The CIO is responsible for ensuring the ICT projects are allocated in line with the annual ICT Business Plan and follow this policy.

## Policy statements

* Projects must adhere to Foodstuffs NI approved Project Management Methodology.
* In Foodstuffs NI, the approved project management methodology will be Prince2 which is mandatory for all IT related projects.
* The Project Management Body of Knowledge (PMBOK) promoted by PMI must be approved before use on a case-by-case basis.
* Business requirements for ICT Project Management will be