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Management approach definition

*Project name*

*Author*

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| --- | --- | --- | --- |
|  | Project Role | Name | Signature & Date |
| Produced by: | Lead contact |  |  |
| Approved by: | Project Sponsor |  |  |

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| **Revision History** | | | | |
| Name | Ver | Reason for change | Status | Date |
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## WHEN TO USE THIS DOCUMENT AND WHY SHOULD I USE THIS DOCUMENT?

***When would I use this document?***

* If you need to set out how a new project will be managed

***Why should I use this document?***

Using the document will provide you with the structure to:

* Describe how the day to day/monthly management of project delivery will take place
* Identify the individuals who will play key roles in the project and define the responsibilities which have been agreed with those people.
* Outline the way in which project management practices will be applied.

Alongside the management approach and strategies which this document deals with, the 10 Sport Wales [Digital & Service Design principles](https://sport-wales-digital-site.netlify.app/principles) should be considered to act as the foundation of delivery.

## Project overview

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| * 1. **Objectives and success criteria**   *Provide a summary of the overall purpose of the project and what success would look like, at a high-level* |
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| * 1. **Please use the table below to outline the key project milestones.**   *The delivery plan will be developed separately to provide the full schedule of the work to be completed, and where and how resource is accolated, so this table is for highlighting the key milestones only.* | |
| **Milestone**  *Examples include ‘Project initiation meeting’, ‘User research workshops’* | **Description**  *Provide an overview of the milestone activity* |
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| * 1. **Please use the table below to list and describe any other projects/programmes, and actions or outcomes within them, that could either depend on this project or influence it. Outline the strategy for dealing with these.**   *This will initially be high-level detail of any obvious dependencies, but further detail will emerge as the project proceeds into later phases of development and other organisational links become apparent.* | |
| **Dependency**  *E.g. introduction of new software/technology influencing when a new process could start OR the outcome of another project needed before a phase of work can start.* | **Management strategy**  *This is the approach used to analyse and work to minimise the disruption caused by the dependency. An example would be to have regular meetings with someone from another project to remain updated on their progress with the connected work.* |
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| * 1. **Constraints and pre-requisites**   *Use the four rows in the table below to detail any constraints or prerequisites associated with the topics listed in the left column. It might be that only some apply to your project.* | |
| Scheduling  *Anything that might impact on the start date or activities needed for the development of the solution.* |  |
| Contractual  *Anything associated to contracts with third parties e.g. for goods or services required before or during the project. Remember that lead times to negotiate an agreement can take long.* |  |
| Resourcing  *Anything in relation to the people who will be working on the project, such as when key people from the organisation/third parties will be made available for the project or training of teams on new technologies.* |  |
| Budgetary  *Anything linked to financial considerations such as abnormal budget approvals that could be needed or allocation of expenditure across financial periods.* |  |

## Project Approach

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| * 1. **Stakeholder engagement strategy**   *List key stakeholders/stakeholder groups and describe how each will be initially engaged* | |
| **Stakeholder**  *E.g. users of a service, Board, Leadership team, partners, suppliers.* | **Engagement**  *How will this group need to be engaged with and what type of engagement = will you maintain. Add further detail over time as you agree the approach.* |
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| * 1. **Roles and responsibilities**   *Use the section below to think of project roles and the individuals who will take on those responsibilities. There may be instances where the same person needs to play more than one role. If there are gaps, include in the project RAID log and ensure a mitigation strategy is in place.* | |
| **ROLE** | **Who** |
| Project sponsor  *Key duties and expectations of them:*   * *Someone at leadership level* * *Owning the business case for the project* * *Ensure ongoing viability of the project in line with the business case* * *Holding the budget for project* * *Ensure funds and resources are made available* | *INSERT NAME HERE* |
| Project manager  *Key duties and what should be expected of them:*   * *Ensuring effective and timely communication and provision of information to project governance authorities and other stakeholders not actively engaged in the project* * *Carrying out high level project planning and scheduling* * *Collaborate with solution development team to agree delivery plan* * *Monitor progress against delivery plan* * *Manage risk and addressing issues, including escalating issues or additional approvals up to the project sponsor* | *INSERT NAME HERE* |
| Product owner/subject matter expert  *Key duties and what should be expected of them:*   * *Defining the organisation’s vision for the project* * *Owning the wider implications of any business change from an organisational perspective* * *Collaboration across stakeholder business areas within the scope of the project* | *INSERT NAME HERE* |
| Technical coordinator  *Key duties and what should be expected of them:*   * *Agreeing and controlling the technical planning* * *Identifying and owning technical based risks* * *Approving the solution as technically fit for purpose prior to deployment* | *INSERT NAME HERE* |
| Solution developer/Solution development team  *Key duties and what should be expected of them:*   * *Interpret organisational requirements and translate them into a block of solution development activity* * *The project itself will need to be a priority in work programme* * *Can be a mixture of SW staff and external partners* | *INSERT NAME HERE* |

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| * 1. **Contract management**   *If applicable, note in this table who will manage any contract linked to the project* | |
| ***Contract details*** | ***Responsible person*** |
| INSERT INFO IF RELEVANT | INSERT INFO IF RELEVANT |
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## Project Controls

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| * 1. **Change control**   REMINDER NOTE:  Remember to be prepared to deal with changes. The scope of the project should be agreed at the outset but be prepared to have a process ready to handle potential scope amendments. You may need to add or remove requirements from the Prioritised Requirements List [(download template)](https://github.com/Sport-Wales/digital-team-site/raw/main/dist/docs/7.%20Prioritised%20Requirements%20List_TEMPLATE.xlsx) to detail these. If changes happen at a lower level, then a formal process may not be needed. |

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| * 1. **Planning and tracking**   *Use the rows below to set out the ways which will be used to control and manage the project. Think of the types of meetings needed and reporting/tracking which will be used* | |
| **Control**  *E.g. Project catch up meetings, review sessions, show and tells, reports to project sponsor/ organisational leadership* | **Details**  *E.g. how often something will take place, what type of review (KPIs, risk, budget.) or the reporting mechanism used to feed updates to stakeholders.* |
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| * 1. **Risk management**   Describe the approach to managing risk (identifying risk, assessing severity, planning control measures) and the risk escalation process. | |
| Who from the project team will be responsible for the approach to managing risk? |  |
| How often will the project risks be reviewed and how will it take place? |  |
| Who will be able to log risks and how will they do so? |  |