**Stonebank**

## Project Management Framework

## Discovery Phase – Briefing Workshop

| Client: | | |
|---|---|---|
| **Date:** | | |
| **Attendees:** | Client | |
| | Stonebank | |

| 1 General | Stonebank Comments | Client Comments |
|---|---|---|
| Project Management Pathway | We typically approach this process by creating a project management pathway which specifies deliverables, phases and responsibilities – we find that compliance is increased where there is a simple graphic that provides guidance. This will be accompanied by this procedure. | |
| Application of this procedure | Confirm what entities and subsidiaries or parents the procedure applies to | |
| Approach to policy | We typically take an approach that seeks to limit the length of a policy, emphasising tasks that promote good project management and governance, tiered for the complexity and risk level associated with a project. | |
| Extent of change sought | Is the aspiration for wholesale change, optimisation of existing processes, or something in between those two points? | |
| **2. Project Establishment and Governance** | **Stonebank Comments** | **Client Comments** |
| Project Governance Structure | Likely roles required here:<br>• Board | |

| | | |
|---|---|---|
| | • Executive Team<br>• Project Sponsor – typically the person who has executive responsibility for a project<br>• Project Lead – the person who has day to day ownership<br>• Project Manager – Internal or external | |
| Departmental Organisational Chart | Showing above roles and any other relevant roles within the organisation | |
| Project Initiation | Initial feasibility, go/no go process or similar. How do we move from the initial concept to a project? | |
| Project Definition Guidelines | Classification of projects – will these be tiered by size, complexity or type? | |
| Regulatory Compliance | Legal compliance including sector specific requirements and organisation requirements | |
| Environmental, Social and Governance Requirements | Are there any requirements here? | |
| Change Management | Who can approve changes to scope, time, program and the process for doing so | |
| Project Management Framework Requirements | Will we have differing frameworks for different project classifications | |
| Delegation and Authority | What are the organisation's policies, or do these need to be created? | |
| Conflict of Interest | What are the organisation's policies, or do these need to be created? | |
| Critical Incident Response | What are the organisation's policies, or do these need to be created? | |
| **3.     Project Management Framework (project gates)** | **Stonebank Comments** | **Client Comments** |

| | | |
|---|---|---|
| Project Management Framework | What sort of process would suit the organisation. We typically recommend a system with approval 'gates' to ensure good governance. | |
| **4.      Risk** | **Stonebank Comments** | **Client Comments** |
| Enterprise Risk Management Framework | Are there any enterprise level policies that need to be considered | |
| Project Risk Management | What level of operational and strategic risk do we  need to consider | |
| Safety Management | What are the organisations existing policies. | |
| **5.      Commercial Management** | **Stonebank Comments** | **Client Comments** |
| Contractor Management | Are there any contractor management policies or systems in place. | |
| Procurement | What policies does the client have in place? | |
| Financial Management | What policies does the client have in place? | |
| **6.      Communications and Engagement** | **Stonebank Comments** | **Client Comments** |
| Stakeholder Engagement | Internal and external. Are there any policies we need to abide by? | |
| **7.      Reporting** | **Stonebank Comments** | **Client Comments** |
| Reporting | Dashboards, PCG reports, any other templates to be developed? | |
| **8.      Time** | **Stonebank Comments** | **Client Comments** |
| Scheduling | Programming requirements, should allow simple incorporation into master schedule for all projects.<br>Regularity of updates<br>Are there any cashflow requirements withing this scope, and are they universal or limited to certain projects? | |

| 9. Quality | Stonebank Comments | Client Comments |
|---|---|---|
| Quality Management | What are the current polices and procedures?<br>How is project scope defined, controlled and monitored? | |
| Document Control | What systems are in place?<br>What are the organisation's record keeping requirements? | |
| Project Artefacts | Minimum documents to be retained for record purposes | |
| Filing and Archiving | How and where | |
| Defect Management | Classification, timing, recording, close out, | |
| Continual Improvement | How are lessons learnt currently recorded and disseminated within teams?<br>Is there be value in a continuous improvement register for issues like recurring defects, etc? | |
| 10. Completion | Stonebank Comments | Client Comments |
| Completion | Activation / operation plans, handover requirements | |
| Project Close Out Meeting – Practical Completion (PC) | Agenda | |
| Project Close Out Meeting – Final Completion/Post Implementation Review (PIR) | Agenda | |