

Project Management Framework

Outline Brief

1 General	Stonebank 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
Project Governance Structure	<p>Likely roles required here:</p> <ul style="list-style-type: none"> • Board • Executive Team • Project Sponsor – typically the person who has executive responsibility for a project • Project Lead – the person who has day to day ownership • 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
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
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
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
Stakeholder Engagement	Internal and external. Are there any policies we need to abide by?
7. Reporting	Stonebank Comments
Reporting	Dashboards, PCG reports, any other templates to be developed?
8. Time	Stonebank Comments
Scheduling	Programming requirements, should allow simple incorporation into master schedule for all projects. Regularity of updates Are there any cashflow requirements withing this scope, and are they universal or limited to certain projects?
9. Quality	Stonebank Comments
Quality Management	What are the current polices and procedures? How is project scope defined, controlled and monitored?
Document Control	What systems are in place? 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? Is there be value in a continuous improvement register for issues like recurring defects, etc?
10. Completion	Stonebank 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