

**Ministry of Education Commissioning template – checklist**

For use in the project commissioning conversation.

**Have you covered:**

**What?**

* Purpose- why are you being asked to do this work? What’s the problem to be solved/issue to be addressed/question to be answered?
* Objective- is it to inform/recommend/request a decision/implement a project or operational change etc?
* What’s in/out of scope?
* What product and results are envisaged/expected? Or does the staff member have the freedom to decide?
* What’s the scale of the task?

**When and what’s the priority?**

* Deadline, freedom/development time, and any interim deliverables
* Expectations around providing updates and reporting
* How does this fit with the staff member’s other tasks?

**Who?**

* Who is this work for?
* Who has asked for the work? ie who is the sponsor
* Who is affected by the work?
* Who will be interested in the work?
* Who should be engaged with (use stakeholder list)? Both external and internal people.
* Consider Ministerial engagement – consult with Ministerial Services team

**How?**

* Possible policy frameworks or methodologies, project management frameworks etc
* Consider MOE criteria for quality policy advice
* Consider whether work should be included in Minister’s weekly communications and how to report to rest of MOE

**Context**

* What previous work or decisions have been made?
* How does this work fit with strategic documents? Which strategy documents are relevant?

**Roles**

* Who is involved in working on the task, and who will peer review?
* Who will sign out?

**Risks**

* In terms of implications, timeframes, results
* Constraints on resources, time and scope
* Acknowledge any assumptions on resources, outputs, time and scope

**Questions to ask/answer**

* Any other questions/answers needed to get clarification about task after initial discussion and thoughts on the subject?
* Staff member and manager clear on next steps?

**Commissioning conversation – written record** Date:

Commissioner: Staff member:

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| **What?**  *Purpose, objective, product, scope, scale of the product* |  |
| **When and priority**  *Priority in relation to other work, freedom/development time agreed, any interim deliverables* |  |
| **Who?**  *Both who the work is for and who should be consulted* |  |
| **How?**  *Both how to do the work- what policy frameworks to use- and how to report to others* |  |
| **Context**  *What previous work and decisions have been made, and what strategic documents are relevant?* |  |
| **Risks**  *In terms of timeframes, results, constraints, assumptions* |  |
| **Questions to ask/answer**  *Are there any other key considerations?*  *Does the worker feel totally clear to move to next steps?*  *Is manager totally clear on next steps?* |  |

