

Summary of Key Roles and Responsibilities

Project Board

The Project Board will be responsible for:

- Providing Strategic direction and support for the project
- Reviewing progress against base lined plan
- Resolving issues
- Assessing and controlling the project risks
- Ensuring the project objectives remain aligned with corporate priorities
- Ensuring that appropriate internal approval and reporting requirements are completed in accordance with necessary guidance
- Ensuring agreement is reached on options for delivery
- Provide the appropriate strategic communication surrounding the project
- Approve / reject exception reports as appropriate.

Project Sponsor

The Project Sponsor will be responsible for:

- Challenging progress against plan.
- Monitoring and controlling the progress of the project at a strategic level.
- Ensuring that project risks are being tracked and effectively mitigated.
- Briefing corporate or programme management about project progress.
- Organise and chair Project Board meetings.
- Assessing the impact of potential changes on the Project Plan.
- Informing the Project Manager of any changes caused by a programme of which the project is part (this responsibility may be transferred if there is other programme representation on the project management team).
- Approving financial movement in the project budget within the Project Sponsor delegated responsibilities.
- To brief Cabinet members on an ongoing basis as the project progresses.

Project Manager

The Project Manager will be responsible for:

- Delivery of the project, its objectives and products to the desired quality criteria
- Identifying the project risks and owning the risk log
- Maintaining project documentation e.g. project plan, risk log, stakeholder map highlight reports etc.
- Providing regular reports and updates to the Project Board on physical and financial progress
- Establish and maintain a close working relationship with the external Project Manager.
- Ensure that an accurate record is maintained on all key changes affecting the project.
- To apply value engineering solutions to the project, if required to ensure the key client objectives are achieved.
- To brief ward members on an ongoing basis as the project progresses.