

DOCUMENTATION/FUNCTION – CAPITAL PROJECT MANAGEMENT

IMPLEMENTATION				
Target Population	Members and Officers (where involved or responsible for delivery of large Capital Projects)			
Duty	<p>Effective and efficient management systems and processes to ensure that specified project outcomes are delivered within specified time and cost parameters.</p> <p>Ensuring that projects are managed and implemented in accordance with Council Procedures and Statutory legislative requirements.</p> <p>Delivering projects with clear roles and responsibilities defined and assigned within an accountable governance structure.</p> <p>Ongoing Learning and improvements from projects to inform the management processes and systems.</p>			
Training Requirements	Member training programme; Officer Training.			
Lead Officer	Assistant Director, Transport and Capital Projects.			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Capital Project Methodology approved by Asset Management and Capital Programme Review Group	Completed	Single capital process established that achieves above duties	Head of Capital Projects
	Capital Project Management staff trained in the Methodology	Completed	Capital Project Management staff aware of the requirements of the Methodology	Head of Capital Projects
	Methodology and associated guidance available on the intranet	Completed	Officers and Members aware of the Methodology	Head of Capital Projects

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<p>MONITORING (keeping it effective – recording when it happens)</p>	<p>Departmental Project Boards, Special Project Boards for certain projects and Asset Management and Capital Programme Review Group ensure that Projects are delivered under Methodology.</p> <p>Project Position Statement reported to Cabinet.</p>	<p>Ongoing. Tolerances for exception reporting defined within Boards</p> <p>Quarterly</p>	<p>Projects are implemented effectively Time and cost parameters are achieved. Outcomes are delivered. Corporate and statutory requirements and regulations complied with.</p> <p>Members aware of position on capital projects.</p>	<p>Asset Management Group</p> <p>Head of Capital Projects</p>
<p>REVIEW (keeping it up to date)</p>	<p>The capital process reviewed to reflect statutory changes and national/regional/local drivers</p>	<p>As and when required and at least annually</p>	<p>Capital process is up to date and fit for purpose</p>	<p>Head of Capital Projects/AD Transport & Capital Projects</p>