

**Greenhead College  
Corporation**



**PROJECT MANAGEMENT  
POLICY**

*Reviewed May 2020*

# **GREENHEAD COLLEGE**

## **PROJECT MANAGEMENT POLICY**

### **Contents:**

1. Purpose and Scope
2. Aims and Objectives
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Other relevant policies:

Risk Management policy

### **1. Purpose and Scope**

The effective management of projects within Greenhead College will enable both the Senior Leadership Team (SLT) and Corporation to agree and better monitor college projects and ensure that the key areas of budgets and procurement, risk management and strategy implementation are assessed as part of a major project.

### **2. Aims and Objectives**

The Project Management policy will enable the SLT and/or Corporation to understand and approve the steps required to initiate, monitor, deliver and evaluate projects in a clear and controlled way. This will in turn enable the College to ensure that it is:

- able to effectively control its projects
- understand the justification for a project
- identify the resources required to undertake a project
- evaluate the success of the project

### **3. Defining a Project**

A project is defined as containing the following features:

1. A unique set of co-ordinated activities, with definite starting and finishing points, undertaken by an individual or team to meet specific objectives within a defined budget and performance parameters and which is regularly reviewed to assess ongoing viability and with a minimum spend of £10,000
2. Defined and measurable outcomes
3. A Project plan incorporating the measurable steps to achieving a successful end result

4. An analysis of risk and steps to avoid or mitigate such risks
5. A defined budget with details of how quotes/tenders will be obtained and how value for money will be achieved
6. A clear management control structure together with the names of other responsible staff/contractors/consultants
7. A clear timeline for reporting progress to the SLT

#### **4. Procedure**

The business case for the project should be detailed within the project proposal form (appendix A). This should detail the rationale, purpose, time frame, management, and risk assessment of the policy. The form will also give a clear schedule of when reports will be made to the SLT.

The proposal form should detail the personnel involved with the project including the manager and indicate if an external project manager is to be appointed.

The SLT should agree, date and sign the project proposal form and a record in the SLT minutes should confirm this agreement. The SLT should assess the relevance and need for the project and if the necessary resources are available. Should the project not run to plan, the SLT should consider if termination of the project is required. The proposal form should be agreed by the Corporation's Finance and Estates committee if the project is over £20,000 in value and noted in the minutes of the meeting. If the contract exceeds £100,000 the proposal should be discussed at full Corporation. If the project is over £20,000 in value, the Finance and Estates team will decide whether a committee to oversee the project should be formed and if so will decide upon the make up and terms of a committee.

The proposal form should indicate how often interim reports will be made to the SLT. The manager of the project should ensure that arrangements are made to make such reports to the SLT as agreed on the project proposal form.

A risk assessment should be completed as part of the project application form and revisited at regular intervals during the life of the project.

Once the project is completed, the Post Completion Review should be handed to SLT for discussion and sign off.

All receipts (or copies) for payment for the project should be retained and kept together until the project is completed and signed off.

Once a project is completed, the completion part of the proposal form should be completed and signed off by the SLT and documented in the SLT meeting minutes.

All project proposal forms should be digitally saved by the Director of Finance and Resources for six years or until the SLT states otherwise.

<b>Author:</b>	<i>Director of Finance and Resources</i>
<b>Date drafted:</b>	<i>April 2017</i>
<b>Date accepted by the Corporation:</b>	<i>8 May 2017</i>
<b>Date of next review:</b>	<i>May 2023</i>

*“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.*

**Greenhead College**  
**Project Proposal Form**

<b>Title of Project</b>	
<b>Brief Description</b>	
<b>Estimated start date</b>	<b>Estimated end date</b>
<b>Prepared by</b>	

**Background and Rationale** Detail the background to the project and reasoning behind the application. State the educational case for the project. Give details of alternative options

**Purpose of project** who will benefit, detail the effect of not going ahead with the project, key assumptions and constraints

**How and when will the project be implemented** include how contractors will be appointed. Consider any conflict with the college day if in term time.

**Key outcomes to be achieved**

**Project Manager and key personnel involved in project** detail the responsibilities of all key staff in college and detail names of contractors to be used and how/why they will be engaged

**Details of key milestones during project** include dates and details which can be reported back to SLT

**Cost of project** detail the key cost elements and how many quotes will be obtained or if a tendering process will be used. Evidence value for money. Give details of which budget will be used or if external funds will be obtained. Consider effect on College cash flow and resultant financial health score.

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**Details of Quotes / Tenders**

<b>Company</b>	<b>Value of Quote</b>	<b>Reason for Selection / Rejection</b>

**Risks/Opportunities**

<b>Categories</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Controls/How to mitigate risk</b>

**Other Questions**

<b>Is any training required</b>	
<b>How often will progress reports be made to SLT</b>	

**Project approved by SLT (value under £20,000)**

**Signature**

**Date**

**Project approved by the Finance and Estates Committee (value £20,000 - £100,000)**

**Signature**

**Date**

**Project approved by the Full Corporation (value over £100,000)**

**Signature**

**Date**

**SLT recommendations** any suggested changed to the plan in order for the project to proceed

**Dates of SLT/Corporation updates**

## **Post Completion Review**

**Date of project completion**

**How have project objectives been met**

**Cost of project** give a breakdown of the project's costs and detail any areas of overspend  
**Original budget £**  
**Completed budget £**

*Give a brief summary of the following during the project*

**What went well**

**What could have gone better**

**Effectiveness of project planning process/management**

**Communication**

**Any major issues – were risks managed effectively**



**Learning points**

**Project signed off by SLT**

**Signature**

**Date**

**Project signed off by Finance and Estates Committee / Full Corporation**

**Signature**

**Date**

**Comments from SLT or Corporation. Is an evaluation required in 12 months' time?**

**All papers and electronic files relating to this project to be sent to the Director of Finance and Resources for safe storage for a minimum of six years.**