

Report 13.11  
Date 1 February 2013  
File CFO/31/04/01

Committee Audit, Risk and Assurance  
Author Mike Timmer, Treasurer

## Project Management Policy

### 1. Purpose

To provide the committee with the recently approved Policy on Project Management and to update the committee on Project Management procedures.

### 2. The decision-making process and significance

No decision is being sought in this report.

### 3. Background

Greater Wellington runs numerous projects from time to time and an opportunity has arisen to improve how we manage and report on these projects.

The new policy and procedures will deliver a more uniform and disciplined approach to Project Management.

A Project Management Policy has been developed to improve and standardise how projects are managed and reported on at Greater Wellington.

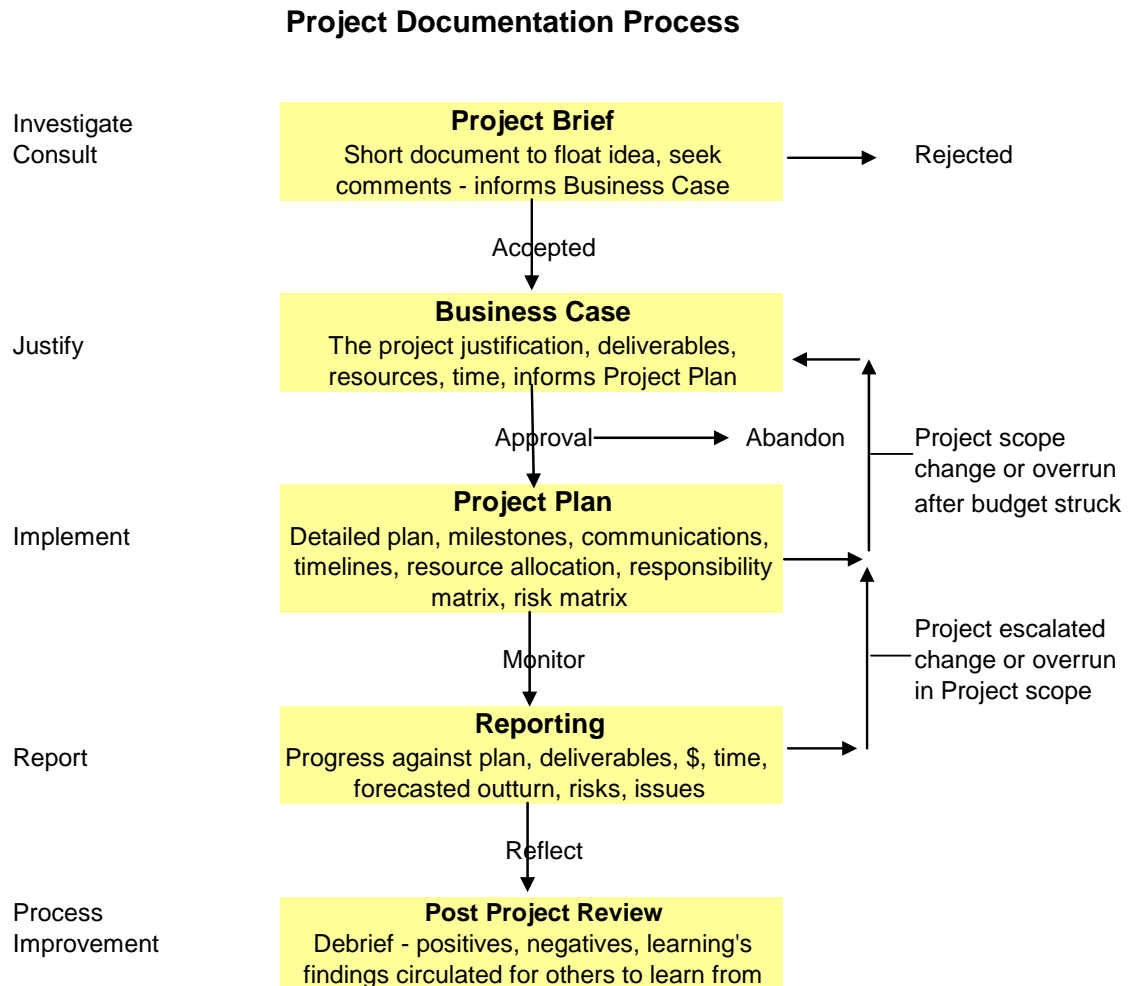
The Policy has been created in consultation with a representative from each Business Group who provided feed back and assistance with its formulation.

The Policy was approved by the Executive Leadership Team and is currently in the process of being rolled out to the organisation. A high level presentation will be provided at our Managers Forum and workshops for the Business Groups will be under way soon.

This will see a more uniform and disciplined approach to Project Management.

#### 4. Comment

The Policy includes a procedure for a standardised documented template process for Project Management. A high level overview of the documentation process is extracted from the Policy:



The Policy can be avoided, or parts thereof avoided, where duplication in Project Management would occur, e.g. NZTA have their own requirement around Business Cases, or Legislation may require we follow a specific process.

It is supplemented with standardised reporting templates for reporting at Group level and also for reporting on a quarterly basis to the Chief Executive.

The focus on reporting is based on the project fitting into three categories:

1. Project on budget, on time, no quality issues
2. Questionable if project dates, budget and quality will be met

3. Probable the project will not be completed within the time frame, \$ or quality, likely to require re-approval or abandonment

Risks and issues are also reported on along with any remedial steps planned to get the project back on track.

As noted from the chart above there is an opportunity to learn from the project via a Post Project Review, with comments made available to all Greater Wellington project managers.

Water and Flood Protection have indicated a preference to use their existing project templates but this is contingent on an update and review to ensure their processes reflect the essence of the attached Policy.

## **5. Communication**

No communications are required at this stage.

## **6. Recommendations**

*That the Committee:*

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report prepared by:

Report approved by:

**Mike Timmer**  
Treasurer

**Bruce Simpson**  
Chief Financial Officer

**Attachment 1: Project Management Policy**