

PVS Project Management System

Implementation and development of process & templates

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Introduction

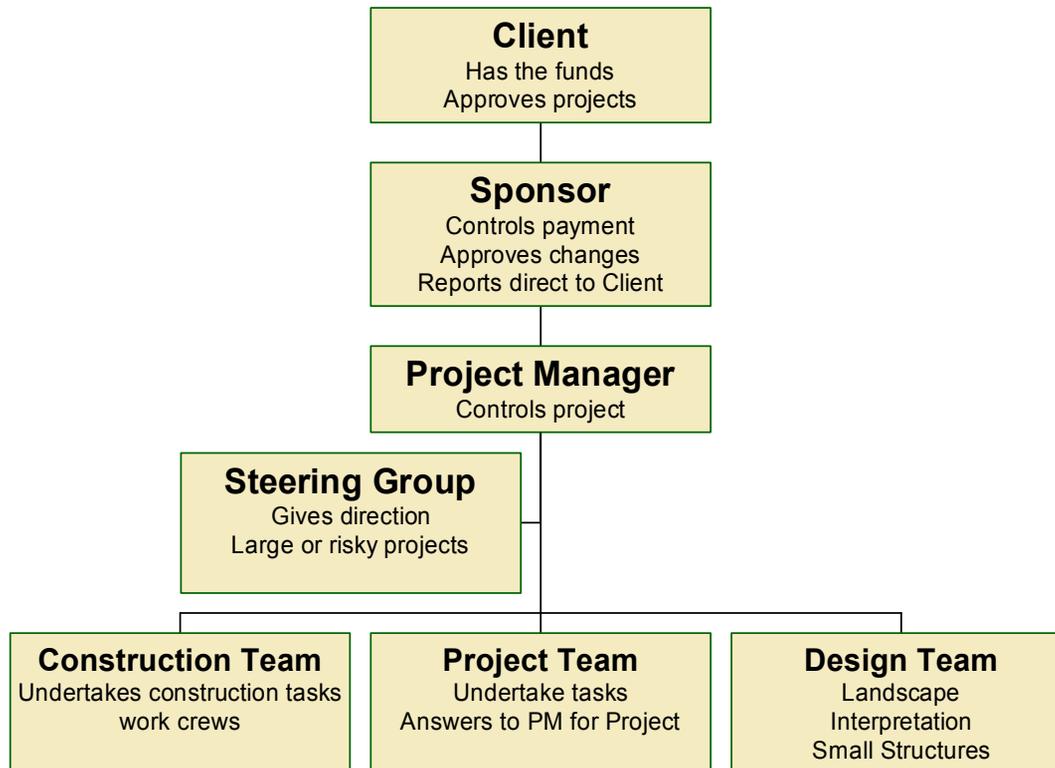
- ✚ Project Management System – what is it?
- ✚ Relationship to current planning process – OPP, SPA and SPFE's
- ✚ Issues
- ✚ Training
- ✚ Consultation and implementation –who, why and when?



Elements of the PM System

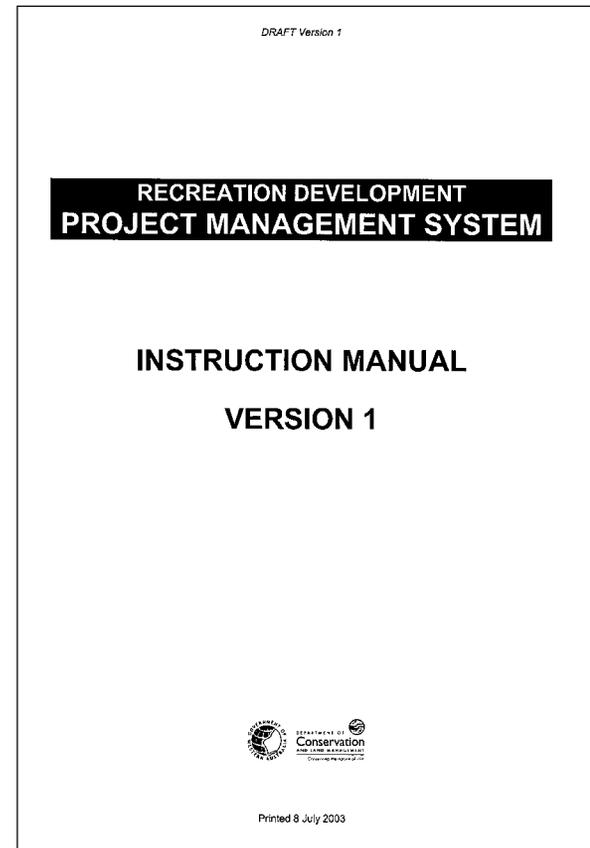
- ✂ PM System Instruction Manual
- ✂ Project Plan
- ✂ Progress Reports
- ✂ Scope & Budget Change
- ✂ Capital Funding Applications
- ✂ Design Briefs
- ✂ Project Completion Report

Project Structure



Instruction Manual

- ✦ Introduction
- ✦ The System
- ✦ Glossary of Terms
- ✦ The Project Plan
- ✦ Capital Funds Applications
- ✦ Design Briefs
- ✦ Scope & Budget Change
- ✦ Progress Report
- ✦ Wash Up
- ✦ References





The System

- ✿ Introduction
- ✿ **The System**
- ✿ Glossary of Terms
- ✿ The Project Plan
- ✿ Capital Funds Applications
- ✿ Design Briefs
- ✿ Scope & Budget Change
- ✿ Progress Report
- ✿ Wash Up
- ✿ References
- ✿ Nine Functional Elements of Project Management
- ✿ How it fits in PVS Output
- ✿ What is a project & when does the System apply
- ✿ Project Structure
- ✿ Templates (file on CD & web)

The Project Plan

- ✂ Introduction
- ✂ The System
- ✂ Glossary of Terms
- ✂ **The Project Plan**
- ✂ Capital Funds Applications
- ✂ Design Briefs
- ✂ Scope & Budget Change
- ✂ Progress Report
- ✂ Wash Up
- ✂ References
- ✂ Front Page
- ✂ Table of Contents
- ✂ Background
- ✂ Project Scope
- ✂ Works Schedule & Budget
- ✂ Project Quality Statement
- ✂ Project Risk Management
- ✂ Communication Plan
- ✂ Human Resource Management
- ✂ Procurement Plan
- ✂ Appendices

Capital Funds Application

- ✚ Introduction
- ✚ The System
- ✚ Glossary of Terms
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- ✚ **Capital Funds Applications**
- ✚ Design Briefs
- ✚ Scope & Budget Change
- ✚ Progress Report
- ✚ Wash Up
- ✚ References

- ✚ One form for all capital funding
 - PVS
 - New Parks
 - Main Roads Tourist Grant
- ✚ Application requires 1st part of Project Plan to be done
- ✚ Need to reduce work for Output Coordinator
- ✚ Do not use template on CD!

Design Briefs

- ✚ Introduction
- ✚ The System
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- ✚ Capital Funds Applications
- ✚ **Design Briefs**
- ✚ Scope & Budget Change
- ✚ Progress Report
- ✚ Wash Up
- ✚ References
- ✚ Agreement for design service for both internal & external
- ✚ Worked out of the Project Plan, not the other way around
- ✚ Separate brief required for each component (site, architectural, engineering, interpretation)
- ✚ Written in consultation with specialist Coordinators & designers
- ✚ R & L Unit has started to implement

Scope & Budget Change

- ✚ Introduction
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- ✚ Design Briefs
- ✚ **Scope & Budget Change**
- ✚ Progress Report
- ✚ Wash Up
- ✚ References

- ✚ Process of managing change to scope &/or budget
- ✚ Both a financial & product oriented process
- ✚ Hope to address past problems
- ✚ Controls process of starting out with one thing & ending with something else
- ✚ Standard process for approval

Progress Report

- ✚ Introduction
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- ✚ Scope & Budget Change
- ✚ **Progress Report**
- ✚ Wash Up
- ✚ References

- ✚ Important communication tool, especially to Steering Group
- ✚ When and who to set in Project Plan according to project needs
- ✚ Template for Progress but could be Exception or Quarterly Reports

Wash up

- ✂ Introduction
- ✂ The System
- ✂ Glossary of Terms
- ✂ The Project Plan
- ✂ Capital Funds Applications
- ✂ Design Briefs
- ✂ Scope & Budget Change
- ✂ Progress Report
- ✂ **Wash Up**
- ✂ References
- ✂ Confirm project is complete
- ✂ Complete documentation & files
- ✂ Finalise Project Plan
- ✂ Project Completion Report
- ✂ Communicate results
- ✂ Update standards & procedures
- ✂ Update RecData
- ✂ Thank you process

Project Completion Report

- ✚ Introduction
- ✚ The System
- ✚ Glossary of Terms
- ✚ The Project Plan
- ✚ Capital Funds Applications
- ✚ Design Briefs
- ✚ Scope & Budget Change
- ✚ Progress Report
- ✚ **Wash Up**
- ✚ References
- ✚ Performance against Project Plan
 - Opportunities
 - Problems project was fixing
 - Scope
 - Schedule & budget
- ✚ Contractual performance
- ✚ People & Process
- ✚ Lessons learnt
- ✚ Endorsement
- ✚ Post Construction Review



Issues

- ✂ Integration into existing & proposed Dept system
- ✂ What level of planning for what project?
- ✂ Commitment to planning process
“keeping it up”
- ✂ Does not replace existing design process
- ✂ Layers of planning – neat table or diagram needed



More Issues

- ✦ Level of authorisation needed & when
- ✦ Role of managers in traditional hierarchical structure
- ✦ Role of specialist Coordinators & others outside Regional Services structure
- ✦ Need to ensure strategic recreation planning controls project planning – not other way around
- ✦ Use as contractor performance reporting mechanism



Training

- ✦ Training undertaken in Perth & Manjimup for approx. 75 staff
- ✦ CALM Training Centre undertaking 2 more courses for whole dept
- ✦ System & templates developed for training & used in last course
- ✦ Examples are needed

Implementation

- ✚ Version 1 out now for comment!!!
- ✚ Sent to all PVS Leaders, CD can be copied for others
- ✚ Development underway with Regional Services to ensure appropriateness
- ✚ Roll out for this financial year underway
- ✚ Implementation over a number of years
- ✚ Making changes for Version 2 release next year