



# PVS Project Management System

## Implementation and development of process & templates

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# Introduction

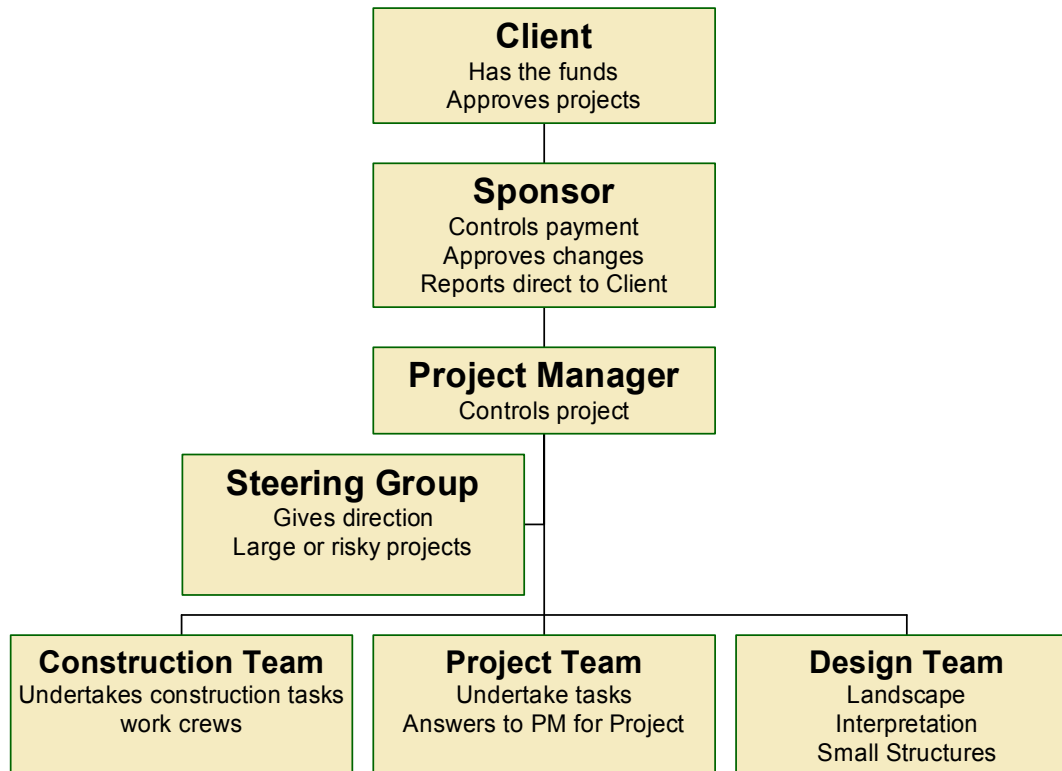
- ✂ Project Management System – what is it?
- ✂ Relationship to current planning process – OPP, SPA and SPFE's
- ✂ Issues
- ✂ Training
- ✂ Consultation and implementation –who, why and when?



# Elements of the PM System

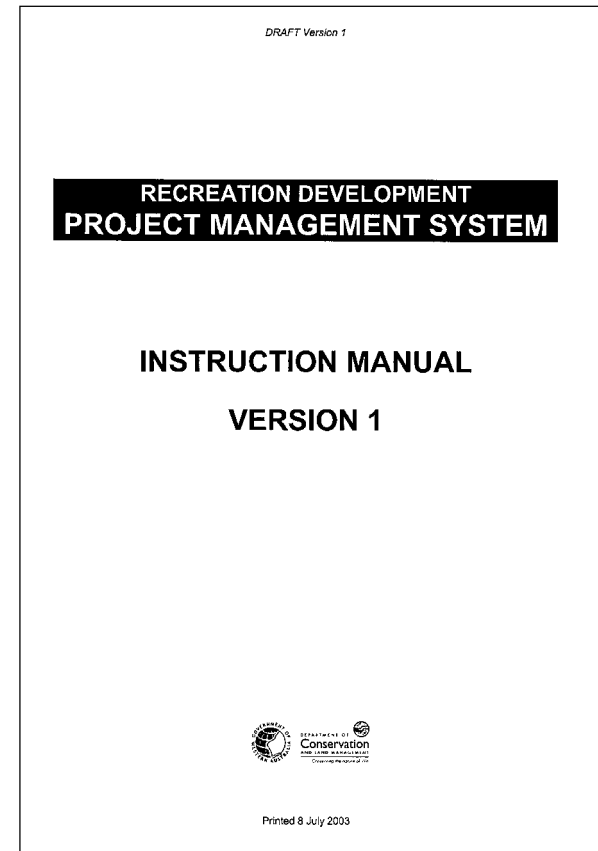
- ✂ PM System Instruction Manual
- ✂ Project Plan
- ✂ Progress Reports
- ✂ Scope & Budget Change
- ✂ Capital Funding Applications
- ✂ Design Briefs
- ✂ Project Completion Report

# 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







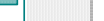







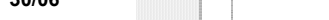















- ✂ Introduction
- ✂ **The System**
- ✂ Glossary of Terms
- ✂ The Project Plan
- ✂ Capital Funds Applications
- ✂ Design Briefs
- ✂ Scope & Budget Change
- ✂ Progress Report
- ✂ Wash Up
- ✂ References
- ✂ Nine Functional Elements of Project Management
- ✂ How it fits in PVS Output
- ✂ What is a project & 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

# Software

ID		Task Name	Duration	Start	Finish	Pre	Jun '03							23 Jun '03							30 Jun '03							7 Jul '03						
							T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T				
1		Initiation	9 days?	Wed 18 Jun	Mon 30 Jun																													
2		Project planning	5 days?	Wed 18 Jun	Tue 24 Jun																													
3		Nominate in Strategic Planning & Forward Estimates	1 day?	Wed 18 Jun	Wed 18 Jun																													
4		Prepare initial project plan	1 day?	Thu 19 Jun	Thu 19 Jun	3																												
5		Seek funding source (capital, recurrent, external)	1 day?	Thu 19 Jun	Fri 20 Jun	4																												
6		Approved in SPA	1 day?	Fri 20 Jun	Mon 23 Jun	5																												
7		Register project	1 day?	Mon 23 Jun	Tue 24 Jun	6																												
8		Project set-up	4 days?	Tue 24 Jun	Mon 30 Jun	2																												
9		Nominate PM	1 day?	Tue 24 Jun	Wed 25 Jun																													
10		Consult with Specialist Coordinato	1 day?	Wed 25 Jun	Thu 26 Jun	9																												
11		Prepare project plan	1 day?	Thu 26 Jun	Fri 27 Jun	10																												
12		Seek approval of project plan	1 day?	Fri 27 Jun	Mon 30 Jun	11																												
13		Project confirmed	0 days	Mon 30 Jun	Mon 30 Jun	12																												
14		Planning and Design Process	15 days?	Mon 30 Jun	Fri 18 Jul	1																												
15		Communication plan	3 days?	Mon 30 Jun	Thu 3 Jul																													
16		Identify stakeholders	1 day?	Mon 30 Jun	Tue 1 Jul																													
17		Plan consultation process	1 day?	Tue 1 Jul	Wed 2 Jul	16																												
18		Insert consultation process into wc	1 day?	Wed 2 Jul	Thu 3 Jul	17																												
19		Design briefs	4 days?	Mon 30 Jun	Fri 4 Jul																													
20		Prepare design briefs	1 day?	Mon 30 Jun	Tue 1 Jul																													
21		Consult with relevant people	1 day?	Tue 1 Jul	Wed 2 Jul	20																												
22		Finalise brief and issue	1 day?	Wed 2 Jul	Thu 3 Jul	21																												
23		Contact DHW if necessary	1 day?	Thu 3 Jul	Fri 4 Jul	22																												
24		Concept design	4 days?	Mon 30 Jun	Fri 4 Jul																													
25		Collect site and visitor data and information	1 day?	Mon 30 Jun	Tue 1 Jul																													
26		Undertake communication	1 day?	Mon 30 Jun	Tue 1 Jul																													

Project confirmed 30/06



# Capital Funds Application

- ✂ Introduction
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- ✂ Scope & Budget Change
- ✂ Progress Report
- ✂ Wash Up
- ✂ References

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



# Design Briefs

- ✂ Introduction
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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
- ✚ The System
- ✚ Glossary of Terms
- ✚ The Project Plan
- ✚ Capital Funds Applications
- ✚ 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
- ✂ The System
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- ✂ Design Briefs
- ✂ 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