

[insert organisation name/logo]

Project Planning Policy

Document Status: Draft or Final

Date Issued: [date]

Lead Author: [name and position]

Approved by: [insert organisation name] Board of Directors on [date]

Scheduled Review Date: [date]

Record of Policy Review

Review Date	Person Initiating/Leading Review	Other People Consulted

Triggers for Policy Review (tick all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Standard review is timetabled. | <input type="checkbox"/> Internal / organisational factors |
| <input type="checkbox"/> A gap has been identified | <input type="checkbox"/> A stakeholder has identified a need, eg by email, telephone etc |
| <input type="checkbox"/> Additional knowledge or information has become available to supplement the policy. | <input type="checkbox"/> A serious or critical incident has occurred, requiring an urgent review. |
| <input type="checkbox"/> External factors | <input type="checkbox"/> Need for consistency in service delivery across programs and organisations. |
| <input type="checkbox"/> Policy is no longer relevant/current due to changes in external operating environment. | <input type="checkbox"/> Separate, stand-alone policy is now warranted |
| <input type="checkbox"/> There are changes to laws, regulations, terminology and/or government policy. | <input type="checkbox"/> A near miss has occurred, requiring a review to prevent a serious/critical incident in the future |
| <input type="checkbox"/> Changes to funding environment, including requirements of funding bod(y)ies | |
| <input type="checkbox"/> Other (please specify). | |

Additional Comments

[for example, policy now covers details related to new legislation].

Project Planning Policy

1. Purpose and Scope

[insert organisation name] is committed to effective project management through a clearly defined process which set clear goals, objectives and outcomes and allows for evaluation and the measurement of the impact of project activities.

The purpose of this policy is to ensure project planning at **[insert organisation name]** is guided by sound administration and management through its processes and practices.

2. Definitions

Project management: is the process by which projects are defined, planned, monitored, controlled and delivered.

Projects: are unique, transient endeavours undertaken to achieve a desired and specific outcome.

Project leader: manages the project. Project management may be an additional function of any **[insert organisation name]** employee demonstrating relevant capacity and interest.

3. Principles

Projects bring about change and project management is recognised as the most efficient way of managing such change.

Project goals and activities align with **[insert organisation name]**'s strategic and operational plans, including performance measures and annual budget.

4. Outcomes

All projects will have a detailed project plan in place that will guide the management of the project.

Project planning processes will be consultative and liaise with staff, Board members, consumers, and external stakeholders, where relevant.

Project planning will utilise relevant demographic, best practice evidence and service delivery data/ feedback to review, plan and improve.

5. Functions and Delegations

Position	Delegation/Task
Board of Directors	<p>Endorse Project Planning Policy</p> <p>Be aware of project progress and evaluation.</p>
Management	<p><u>CEO/Manager</u> Comply with Project Planning Policy</p> <p>Identify and lead funding, membership and partnership relationships related to project activities as relevant.</p> <p>Identify and lead contractual relationships as relevant.</p> <p>Ratify project budgets.</p> <p>Communicate with the Board of Directors regarding key project activities.</p> <p>Provide support and advice as relevant to staff.</p>
<u>Staff</u>	<p><u>[relevant position]</u> Comply with Project Planning Policy</p> <p>Provide advice on budgets as relevant.</p> <p>Financial administration of project activities as relevant (e.g. invoice processing, preparation of information for reporting).</p> <p><u>Project Leader</u> Lead projects in line with [insert organisation name]'s strategic and operational plans, and related funding and performance agreements.</p> <p>Develop partnerships and alliances that support specific project activities.</p> <p>Lead project development, implementation and evaluation including planning, budgeting, monitoring, risk analysis and regular reporting.</p> <p><u>[relevant position]</u> Support project development, implementation and evaluation including planning, budgeting, monitoring, risk analysis and regular reporting as a member of a project team.</p>

6. Risk Management

Staff appointed as project leaders have skills in project management.

A formal risk management process is in place for project planning and management. Risk factors are analysed, and strategies are developed to eliminate, reduce or constrain risks before the project commences. This may lead to adjustments to the proposed project's scope, objectives, timelines and/ or resources.

7. Policy Implementation

This policy is developed in consultation with all staff involved in the administration and management of **[insert organisation name]** projects. The Board of Directors and staff should also be familiar with their functions and delegations outlined in this policy.

This policy should be referenced in relevant policies, procedures and other supporting documents to ensure that it is familiar to all staff and actively used.

This policy will be reviewed in line with **[insert organisation name]**'s quality improvement system and the review of associated policies.

8. Policy Detail

8.1 Project Design

Prior to the development of a project plan, the project leader is to consider the following issues:

1. Aim
2. Objectives
3. Scope
4. Methodology
5. Outputs and outcomes
6. Challenges and risks
7. Reporting and communication
8. Governance
9. Funding
10. Implementation schedule
11. Evaluation
12. Contact details

These issues are contained in the Project Plan template which can be used as a tool to develop the project plan.

8.2 Project Plan

[insert organisation name] projects are to be developed using the Project Plan Template.

Note. Some details of the project plan may vary depending on specific requirements of the funding body.

8.3 Risk Management

Risk Management is developed for projects to ensure all risk factors are considered. This may include a description of the risk, impact of the risk on the project, actions which can be taken to assist in reducing the risk and a contingency plan. The project leader will seek the assistance of stakeholders to reduce risk proactively.

The project may be exposed to risks that are beyond the control of the project leader and **[insert organisation name]** to resolve, such as working with external organisations. The development of partnership agreements, memoranda of understanding and other contractual relationships, as outlined in the External Relationships Policy, are likely to minimise the risks to the organisation.

Risk can change as the project progresses. It is possible for a project initially assessed as low risk to escalate into a high risk project. Any alteration of project risk factors will be identified by the project leader, and addressed.

The Risk Management Policy provides detailed information on how to assess and treat risk.

8.4 Project Budget Management

Planning project budgets and expenditure is the responsibility of the project leader. In most cases, the project leader will prepare a budget in consultation with the CEO/Manager and **[relevant position]**.

The project leader, in collaboration with the **[relevant position]**, is responsible for organising the acquittal of funds for the projects they manage and arranging an audit as required by funding bodies. The Board of Directors and/or CEO/Manager are responsible for final approval of financial reports prior to their public declaration and/or submission to funding bodies.

8.5 Project Submissions

The **[insert relevant position]** is responsible for identifying funding opportunities, planning and developing draft funding submissions for new and ongoing projects.

Project plans for funding submissions do not require the approval of the Board if they are clearly within the scope of **[insert organisation name]**'s strategic and organisational plans. However, ideas, feedback and comments may be sought from staff, consumers, carers, program partners, other stakeholders and the Board of Directors on funding submissions.

Where the CEO/Manager deems the submission is outside of the **[insert organisation name]** strategic or operational plans and would amount to significant new business, views of staff will be sought and considered, and the Board of Directors will be approached for their approval in principle to proceed.

9. References

9.1 Internal

Strategic and Operational Planning Policy
Integration Policy
Participation Policy
Program Evaluation Policy
Project Plan Template
Risk Management Policy

9.2 External

Association for Project Management website
<http://www.apm.org.uk/Definitions.asp>

Monash University - Project Management webpage
<http://www.its.monash.edu.au/staff/projects/project-management/>

This policy is taken from the NADA Project Planning Policy.
http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44

9.3 Quality and Accreditation Standards

EQuIP4

Provided by the Australian Council on Healthcare Standards (ACHS)

Standard 1.4: The organisation provides care and services that achieve expected outcomes.

Criterion 1.4.1: Care and services are planned, developed and delivered based on the best available evidence and in the most effective way.

EQUIP5

Provided by the Australian Council on Healthcare Standards (ACHS)

Standard 1.4: The organisation provides care and services that achieve expected outcomes.

Criterion 1.4.1: Care and services are planned, developed and delivered based on the best available evidence and in the most effective way.

Health and Community Service Standards (6th edition)

Provided by the Quality Improvement Council (QIC)

Standard 2.1: Assessment and planning are undertaken at individual and community levels to ensure services and programs are responsive to individual needs.

Evidence Questions: What is the evidence that:

- a) data collection, needs assessment and analysis are routine and systematic?
- b) communities, consumers and stakeholders are engaged in planning?
- c) services and programs are developed to respond to identified needs?
- d) plans with measureable outcomes are developed and used?
- e) assessments and plans are executed?
- f) assessment and planning processes and structures are executed?
- g) service and program planning is linked to the organisation's strategic priorities?

9.4 National Mental Health Standards

N/A

9.5 Recovery Oriented Service Self-Assessment Tool (ROSSAT)

Evidence items are:

Item 1.2d: Policies and procedures are in place that addresses consumer participation:

- How peoples' lived experience will be used to enhance the organisation's knowledge and decision making
- Induction and training of workers
- Representation on the board / governing body

- Reference groups and other consultation structures

Item 1.11: Any research being conducted by the organisation enables consumers to either, design and conduct the research, collaborate as partners and/or be consulted as participants. Ethical issues are considered and addressed and prior to consumers participating in any research, informed consent is obtained.

Item 3.12: Workers are trauma informed, and incorporate these principles in service planning and delivery.

Item 4.1: Consumers and carers (including peer workers) are actively and routinely involved and supported in the planning, delivery and evaluation of workers training.

9.6 NSW Disability Services Standards (DSS)

8.3: Service users have the opportunity to and support to take part in the planning, management and evaluation of the service.