PROGRAMME AND PROJECT MANAGEMENT POLICY

Introduction:

Programmes and projects at Massey University are defined as temporary activity which requires the allocation of capital, human or other resources to:

> implement significant new or amended business processes, technologies, practices, or systems that bring about business efficiencies and/or organisational change, or

A programme or project that has an implementation cost of $250,000 or more (inclusive of capital and operational expenses), must comply with this policy. On request of a Senior Responsible Officer (SRO)/Sponsor, the policy could be applied to projects below this threshold.

Note: the policy is:

> Applicable to strategic, construction, Information Technology (IT) and business change programmes and projects with total whole-of-life costs greater than $250,000 (whether capital or operating expense).
> Not applicable to research projects.

Project Management Framework, Tools and Artefacts:

Programmes and projects should comply with the Massey University Project Management Framework, approved by the Senior Leadership Team (SLT).

The Project Management Framework states the essential project artefacts which are the minimum requirement for programmes and projects. The risk profile of a project (as determined by the Risk Profile Assessment) will determine the appropriate level of core artefacts required to meet good project management practices and disciplines.

All Massey University projects covered by this policy must use the standard programme and project reporting tool, (currently Psoda) for reporting project status, schedule, risk, financial and benefit realisation.

Every project must identify during the concept or initiation phase an appropriate project management methodology that will be followed in consultation with the Strategic Project Management Office (SPMO). Massey University is not prescriptive in the methodology that projects use. Methodologies to consider are PRINCE2® (recommended), PMBOK, and / or Agile variants. It is important that Programme and Project Managers are trained and/or experienced in the methodology selected for delivery of a project.

Project Phases:

Practically, all projects consist of four lifecycle phases. The number of stages within each phase is dependent on the category of project. The four

The responsibility for day-to-day governance of projects is delegated to Senior Responsible Officer (Sponsor) in

Delegations of Authority will be established in line with the Massey University Delegations of Authority policy.

Project Documentation and Records Management:

All project outputs are required to be stored in the allocated Teams/SharePoint site, in compliance with the u Information and Records Management Policy.

All construction projects must provide a full set of asset data suitable for upload into Maximo as part of the completion documentation.

Definitions:

Agile   agile project management is a time-boxed iterative and incremental approach to delivering requirements throughout the project lifecycle.

PMBOK   the Project Management Body of Knowledge, developed by the Project Management Institute (PMI) organisation.

Portfolio -
strategic objectives.

PRINCE2®   is a process-based project management methodology. PRINCE2