

Project management

From report 25: 2018/9 – PathWest Laboratory Information System Replacement Project

There are many approaches and methodologies that provide effective project management. These commonly accepted principles of better practice draw on the latest literature and government and non-government frameworks.

Principles	Our expectations
Business objective and scope	<p>There should be clear and documented definition of:</p> <ul style="list-style-type: none"> • What business need the project is designed to meet • What business problem the project will resolve • Project risks and how project success will be measured • Any scope limitations of the project (to limit project creep)
Accountability and responsibility	<p>Accountability and governance arrangements should be clear from the beginning:</p> <ul style="list-style-type: none"> • There should be single project owner/sponsor • Project governance structure must be clearly defined, including boards, committees and their make up and proportionate to risks • Responsibilities and powers of project team and management must be clearly defined • Project managers need authority to control the project • Sponsor and delivery team are responsible for obtaining project funding
Planning	<p>Projects should be properly planned before work begins</p> <ul style="list-style-type: none"> • Initial estimates should be converted into detailed delivery plans • Plans should be revised periodically • Project risks should be identified and managed • Procurement must be planned and carried out in line with any entity rules • Current project cost must be known at all times • Project should adopt an accepted methodology throughout
Resourcing	<p>Projects need appropriate funding and staffing</p> <ul style="list-style-type: none"> • Project should be adequately funded • Project manager and team should be adequately qualified • Project team should have appropriate skills • Project manager should manage team and stakeholder relationships well

Principles	Our expectations
Monitoring and reporting	<p>Managers should track delivery status and report effectively to oversight bodies</p> <ul style="list-style-type: none"> • Project costs and progress should be tracked • Cost and progress should be reported routinely to oversight bodies • Project delays or issues should be reported as they arise • Changes to the project scope should be managed and controlled • Action should be taken if project deviates from plan • Oversight bodies should seek assurance on project status, based on risk, cost, complexity and business impact
Learning	<ul style="list-style-type: none"> • Organisations should review project management and delivery to improve processes and frameworks

Source: OAG

