

## **MANAGEMENT OF PROJECTS**

### **Background**

From time to time new ideas emerge from the membership for initiatives outside the normal run of day to day business. Where the Executive Committee feel these merit exploration the following process should be followed.

### **Management Process**

1 In the first instance such proposed initiatives should be referred to the Business Secretary, who will prepare a project specification, setting out :

A project description;

The timescale envisaged, identifying stages and review points;

The financial budget proposed;

An assessment of the human and other resources required;

Identification of inputs required from specific committee members;

The structure proposed for managing the project, which would normally involve a sub committee or working group, led by a Committee member.

The Business Secretary would then submit this specification to the Committee for consideration.

2 If the Committee approves the specification, it would form a project team and appoint a leader, who would report on progress to the Business Secretary as work on the project proceeds.

3 On completion of the project there should be a review, which covers the outcome and possible improvements to the project.

The team leader would report the results and any plans for implementation to the Committee for consideration.

