

## Wheatbelt Natural Resource Management Incorporated

### Program and Project Management Policy

<b>Policy Name:</b>	Program and Project Management Policy
<b>Policy Number:</b>	2.5
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<b>Policy Category:</b>	Operational Management
<b>Contact Officer:</b>	Chief Executive Officer
<b>Date Approved by the Board of Management:</b>	17 September 2015
<b>Date of Last Review:</b>	Not Applicable
<b>Period Until Next Review:</b>	36 months from the approved date or as required
<b>Related Legislation:</b>	1. Associations Incorporation Act 1987 (Western Australia)
<b>Related WNRM Policies or Procedures:</b>	1. A Guide to the Project Management Book of Knowledge (PMBOK), version 4 (2008) 2. Project Management Guideline

#### 1. Definitions

“**Operations Plan**” means the proposed Project(s) and associated budgets approved by the Board of Management on an annual basis.

“**Program**” means “a group of related projects managed in a coordinated way to obtain benefits and control not available from managing them individually” (PMBOK 2008).

“**Program ID**” means a unique identifier used to identify a Program, and is the overall file number for the group of Project(s) making up the Program. It is used to help identify and track Program(s), and is issued by the Project Management Office.

“**Program Management Methodology**” means the Wheatbelt NRM framework that comprises templates and registers for managing a Program in a standard way.

“**Project**” means “a temporary endeavour undertaken to create a unique product, service or result” (PMBOK 2008), and with an estimated cost of \$20,000 or more. These unique products, services or results are better known as ‘deliverables’.

“**Project ID**” means a unique number used to identify a Project, allocated by the Wheatbelt NRM records system. It is used to help identify and track Project(s) and their associated costs, and is issued by the Project Management Office.

**“Project Management Guideline”** means the Wheatbelt NRM procedural document that sets out the Program/Project Management Methodology components and the business systems to guide how Wheatbelt NRM manages a Program or Project.

**“Project Management Methodology”** means the Wheatbelt NRM framework that comprises templates and registers for managing a Project in a standard way.

**“Project Management Office”** means the support function for assisting a Program or Project and is the custodian of the Wheatbelt NRM Program and Project Management Methodology.

**“Project Register”** means the database containing a record of all Program(s), Project(s) and their status, managed by the Project Management Office.

**“Purchase Order”** means a legally binding agreement for the supply of goods or services that specifies the dollar value of consideration, generally for work costing under \$20,000.

**“Representatives”** means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

**“Wheatbelt NRM”** means Wheatbelt Natural Resource Management Incorporated.

## 2. Overview

This Policy relates to the way in which Wheatbelt NRM manages their Program(s) and Project(s) and the associated administration. Wheatbelt NRM is committed to following good practice in Program/Project management by utilising a methodology to ensure a consistent process is followed.

Project work having a budget of under \$20,000, less than 100 person hours and that carried no significant risk is not subject to this Policy.

Representatives who breach this Policy may be subject to disciplinary action.

## 3. Methodology for all projects

- 3.1 A Program/Project will form part of an Operations Plan approved by the Board of Management.
- 3.2 The Chief Executive Officer has the responsibility for ensuring a Program and Project is undertaken, based on the approved Operations Plan.
- 3.3 All Wheatbelt NRM Programs and Projects will use the Wheatbelt NRM Project Management Methodology to ensure appropriate control processes are in place throughout the project.
- 3.4 The Project Sponsor(CEO) can authorise an alternative or varied methodology provided the essential control processes are in place.

#### **4. Project Categorisation**

- 4.1 A Project will be categorised as a 'simple' Project where one or more of the following criteria are met:
  - 4.1.1 \$20,000 to \$100,000 budget;
  - 4.1.2 100 – 500 person hours effort; and
  - 4.1.3 offers no significant risk.
- 4.2 A Project will be categorised as a 'complex' Project where one or more of the following criteria are met:
  - 4.2.1 greater than \$100,000 budget; and/or
  - 4.2.2 greater than 500 person hours effort; and/or
  - 4.2.3 offers significant risk.
- 4.3 The Project Management Office (PMO) will be the custodian of the Program and Project Management Methodology and will provide a coordination support function for a Program/Project.
- 4.4 Program and Project managers are required to ensure the Program/Project uses the Wheatbelt NRM Program/Project Management Methodology or equivalent where a joint venture Program/Project exists.
- 4.5 Where a contract forms part of a Program or Project, the contractual deliverables, milestones and other key information will be embedded into the Program/Project management plans.

#### **5. Responsible Officers**

- 5.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 5.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 5.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 5.4 A Program/Project manager is responsible for ensuring a Program/Project uses the Wheatbelt NRM Program/Project Management Plan (or equivalent).
- 5.5 The PMO Support Officer is responsible for administering the Project Management Office in accordance with the provisions set out in the Project Management Guideline.

## 6. Approval

This Policy was approved by the Board of Management on the 17 September 2015.

Jim Sullivan  
Chairperson  
Board of Management  
Wheatbelt Natural Resource Management Incorporated