

CLACTON & HOLLAND ON SEA, SEA DEFENCE PROJECT

PROJECT BOARD

Terms of Reference

Membership

Project Board (Programme Management)

Project Sponsor	Ian Davison (CEO TDC)
Project Executive	June Clare (TDC)
Consult Project Executive	Peter Phipps (Motts)
Project Manager	Mike Badger (TDC)
Senior User	Mark Johnson (EA)
Senior User	Nicky Spurr (Essex CC)

Aim

The term programme management refers to the co-ordinated organisation, direction and implementation of a portfolio of projects and activities. Programme management aims to achieve results and realise benefits that are of strategic importance.

Objectives

- Overview and monitor key operation
- Providing overall guidance and direction to the project.
- Promoting new ways off working together in a partnership
- Provide support and guidance of the project
- Ensuring that the project is on target and delivering against planned milestones.
- Ensuring the project is delivering value for money
- Ensuring the project delivers the best technical solution
- Ensure share of information and good practice
- Ensuring that nominated resources are available within their respective organisations or functions to deliver the project.
- Monitoring and managing the risks of the projects.
- Ensuring value for money and reviewing cost pressures against budget

Programme Management Roles and Responsibilities

Senior User

A senior user might be a person or a group of people. The user may have commissioned the work of a programme and/or a project.

The user is always the person or group who will benefit from the end results

Project Sponsor

The Project Sponsor ensures that the project:

- Maintains its business focus and allocation of resources
- Has clear authority
- Is actively managed

The Project Sponsor

- Holds the Project Executive accountable for delivering the project, in line with approvals given;
- Ensures that the strategic direction of the project is integrated into the existing operations of the business.

Project Executive

The Project Executive provides overall leadership. This person:

- Is accountable for successfully delivering a programme and its projected benefits;
- Usually has control over the resources allocated to a project.

Within the role, a Programme Executive:

- Receives progress reports from the Project Manager;
- Escalates issues for resolution
- Chairs the Project Board.

Project Manager

A Project Manager is responsible for:

- Successfully delivering the new capability;
- Managing the overall integrity and coherence of a programme;
- Developing and maintaining a programme environment to support each project within it.

Meetings

Meeting to be held every 3 months at Tendring Districts Council Depot, (Vista Road, Clacton on sea, CO15 6AY) unless stated otherwise.

- If you are unable to attend then a suitable representative to attend in your absence.
- Meetings will be arranged by Tendring District Council

CLACTON & HOLLAND ON SEA, SEA DEFENCE PROJECT

PROJECT TEAM

Terms of Reference

Membership

Project Team (Project Management)

Project Executive	June Clare (TDC)
Project Manager	Mike Badger (TDC)
Project Support role	James Ennos (TDC)
Project Support (Finance)	Richard Barrett
Project Support (Legal)	Lisa Hastings
Project Support (Planning)	Clare David/Gary Guiver
Project Support (External)	Peter Lawton
Consult Project Executive	Peter Phipps (Motts)
Consultant Project Manager	Rosalind Turner (Motts)
Consultant Project Support Role	Victoria Tonks (Motts)
Senior User Rep	John Lindsay (EA)
Senior Supplier	tbc
Senior Contractor	tbc

Aim

The term project management combines:

- The roles and responsibilities of people assigned to the project;
- The organisational structure that sets out clear reporting arrangements;
- The set of processes in place to deliver the required result.

Project management ensures that:

- There is planning, monitoring and control over all aspects of the project;
- Everyone involved is motivated to achieve the project objectives: on time;
- To the specified cost, quality and performance.

Objectives

- Overview and monitor operation
- Ensuring that the project is on target and delivering against planned milestones.
- Providing guidance and direction to the project.
- Ensuring the project is delivering value for money
- Ensuring the project delivers the best technical solution
- Ensure share of information and good practice
- Provide support and guidance of the project

- Ensuring that nominated resources are available within their respective organisations or functions to deliver the project.
- Monitoring and managing the risks of the projects.
- Promoting new ways off working together in a partnership
- Ensuring value for money and reviewing cost pressures against budget

Project Management Roles and Responsibilities

Project Executive

A Project Executive is accountable for successfully delivering a project. This person usually:

- Controls the resources allocated to a project;
- Receives progress reports from the Project Manager;
- Escalates issues for resolution.

The Project Executive usually chairs the Project Board.

Project Manager

A Project Manager has the authority and responsibility to manage a project day-to-day. This person must deliver the required products, within the constraints agreed with the Project Board.

Project Support Role

A Project Support Role provides central resources for a project and works for the Project Manager. They control the project management process, including:

- Managing the plans;
- Managing the risks and issues;
- Servicing the Project Board.

Senior User

A senior user is a member of the Project Board. This person is accountable for:

- Ensuring that users' needs are correctly specified;
- The solution meets the users' needs.

Senior Supplier / Contractor

A senior supplier is a member of the Project Board. This person:

- Provides knowledge and experience of the main disciplines involved in producing a project's deliverables;
- Represents the suppliers' interests within a project;
- Provides supplier resources.

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