

Quick Guide

To Managing Projects

Why it matters...

Project Management is increasingly relied upon as a key enabler for delivering the University's strategic vision. The Project Management Framework (PMF) helps us deliver change, helps us organise and prioritise our projects, and deploy our resources effectively and efficiently to maximise projects benefits.

How it works

All project ideas need an initial assessment to determine whether the project should be subject to approval and oversight by the University's Project Coordination Group (PCG) or managed locally. In order to do this, you will need to assess the project idea against the [Project Assessment Matrix](#).

Kick off meeting

Before you begin to put together your Project Mandate please get in contact with SPO change@essex.ac.uk to arrange a kick off meeting. This is to ensure you are on the right track and all necessary support is in place for you.

Who to consult?

- Identify potential stakeholders and begin to gain buy in for your project

- Consult Finance to establish an estimated project budget. Finance will need to sign off your mandate form, so early engagement will ensure that you are presenting accurate figures
- Consult any specialist teams that you would like to involve, even if their involvement will not be immediate as this will help departments with forward planning

How the PMF works

Pipeline

- Assess project idea against the Project Assessment Matrix
- Schedule kick off meeting

Initiating and Scoping

- Develop and submit the Project Mandate to the Project Governance Office

Planning and defining the design and approach

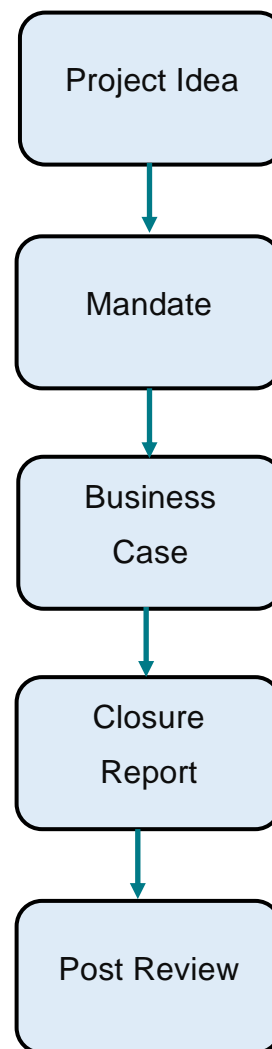
- Develop Business Case and submit to the Project Governance Office

Implementation readiness and delivery

- Develop Closure Report and submit to Project Governance Office

Business as Usual and Benefits Realisation

- Undertake Post Implementation Review



Who do I report to?

There are two main project committees Project Coordination Group (PCG), and Capital Planning Group (CPG), along with a number of sub-groups who provide the project governance here at the University. The relationship between the various project governance committees and who they report too is explained in our Committee Structure chart.

What support will be offered?

We can help with everything from a quick chat about a project idea you might have, right through to helping support large change projects. We provide help for a range of project related queries, including:

- developing a project idea
- where to start when you've been given a new project
- advice on filling out a Mandate or Business Case advice on project reporting
- an overview of what happens at the project related committees
- training courses on project management and continuous improvement
- brainstorm issues
- help support a workshop or information gathering event for your project
- continuous improvement and Process Mapping advice and support
- SUMS consultancy support

Project Management Framework...

Have you viewed our [one stop shop](#) guide for Project Managers?

Project Management Network...

Have you thought about attending a [Project Managers Network](#) event?

How will I know I have got it right?

Good project management will lead to:

- Successful delivery of projects to time, cost and quality
- Successful realisation of project benefits

- Successful promotion of the project to all stakeholders
- And it will contribute to a more effective and efficient University

Contact the [Strategic Projects Office](#) in SPCS for support or explore the [Projects website](#). For more Quick Guides go to the [webpage](#).