Pre-Initiation

Start Up
(Pre-Project Preparation)

Live Project

Project Idea

PIM

Recommendation to MT for go/ no go

If approved...

Funding Approved

Paperwork:

- Financial Appraisal / Business Case
- PID – First Draft
- Risk / Issue Register
- Tender Preparation / Market testing

Cabinet Paper

Funding for Feasibility

Full Funding up front (requires full PID and Business Case)

Consider resources – do you need to capitalise the cost of an external PM?

Feasibility Project begins, reporting and governance is in place

It is only at this stage that the idea becomes a project; you now have a fully formed idea, approval and funding

Develop Full Business Case and full PID

PMO will manage the process of getting prospects to a stage of being approved or declined.

Not all ideas will progress, and this level of challenge is appropriate, given the councils limited resources

Return to Cabinet for Full Funding

Cabinet Paper

Funding Approved

Full project begins, reporting and governance is in place

Ongoing Project Delivery

It is at this stage that the idea is developed and sense checked. The PMO is informed, and can support with completing the PIM.

It is not yet a project – this is a concept stage only.

PIM (Project Initiation Matrix)

- Business Case (Outline or Full)
- PID (Draft or Full)
- Risk / Issue Register
- Tender Preparation

- Outcome of Feasibility
- Full Business Case
- Full PID
- Risk Registers
- Reporting

Documents Required

Governance of Live Projects

PMO support these meetings, and collate reports

Democratic Services support these meetings

Strategic Level

| Housing Programme Board | Community Project Board | Local Area Committees (x5) |

Highlight (i.e. Progress) Reports Monthly

Delivery Level, with Project Boards

Live Projects

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