

Borough Council of
**King's Lynn &
West Norfolk**



Member Major Projects Board
Friday, 3rd December, 2021 at 11.00 am
in the Council Chamber, Town Hall, Saturday Market
Place, King's Lynn PE30 5DQ

Reports marked to follow on the Agenda and/or Supplementary Documents

1. **Member Major Projects Board Presentation (Pages 2 - 12)**

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Member Major Projects Board

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Agenda Item 8

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Borough Council of
King's Lynn &
West Norfolk



Member Major Projects Board [MMPB]

- Sub-Committee of Cabinet
- Cabinet decisions will determine when a project is a “major project”
- Major Projects then added to the Major Projects Programme
- Monitoring the delivery and performance of Major Projects by MMPB



MMPB - Function

- Oversight and monitoring of the delivery of the programme of Major Projects
- Agree performance measures against which to monitor progress and delivery
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- Monitor performance against performance measures
- Make recommendations to Cabinet
- Could inform Panels and/or Committee work programmes



Project Definition

A project is a temporary organisation that is created for the purpose of delivering one or more business products according to an agreed Business Case

PRINCE2



Project Characteristics

- **Change**
 - a project is the means by which we introduce “change” i.e. it is different to “normal” business
- **Temporary**
 - once change has been implemented – business as usual
 - projects have a **defined start** and a **defined end**
- **Cross-functional**
 - team of people with different skills working together to effect “change”
- **Unique**
 - each project is unique
 - some may be similar – but each is unique (team members, end users, location, scale etc)
- **Uncertainty**
 - co-ordinating multiple issues
 - introduces threats (and opportunities)
 - projects are more “risky” than “normal” business

Process

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| Panels / Portfolio Holders | MMPB | Panels / Committees |
|---|--|--|
| Help with the development of the project concept | Monitoring of performance in the delivery of major projects and the major projects programme | End of project review |
| Oversight / contribution to : <ul style="list-style-type: none">• Project Briefs• Project Initiation Documents | Develop and monitor : <ul style="list-style-type: none">• Project performance indicators | Undertake : <ul style="list-style-type: none">• Post project review• Lessons learned report |

MMPB – to be effective - proposals

- Frequency of meetings
- Detailed Briefings on each project on the Major Projects Programme [2No maximum per meeting]
- Q&A : possibly exempt session

MMPB – Performance Measures

- Budget/Costs
- Timescales
- Milestones
- Project Scope
- Risk
- Officer Major Projects Board
 - Decisions
 - Recommendations – Management Team

MMPB – Performance Measures

Other measures?

Reporting Arrangements - MMPB

⇒ Format of information – RAG rating proposed

End of presentation