Member Major Projects Board

Matthew Henry MRICS

Assistant Director Property & Projects

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

- 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

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 : • Project Briefs • Project Initiation Documents	Develop and monitor : • Project performance indicators	Undertake : • 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

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

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