

## SCRUTINY & POLICY PANEL

### Project Scoping Template

<b>Scrutiny Topic</b> (Name of review)	Project Management Analysis: can the Council improve its management of major projects?
<b>Rationale</b> (Purpose and objectives of the scrutiny review)	<p>The Council regularly undertakes major projects and is likely to continue to do so in the future. There is a need to ensure that they complete on time, to budget and to the original specification in order to safeguard positive and consistent outcomes.</p> <p>There is a need to ensure a proper understanding of why projects may overrun, and what we can do to mitigate in terms of staffing, pre-planning, training, contacting the right partners, project selection, cost forecasting, motivation, and contingency planning.</p> <p>Better project management contributes to growth and prosperity, efficiency and effectiveness; and it will enhance delivery of all Council goals.</p>
<b>Key Lines of Enquiry:</b> (Focus of the review)	<ol style="list-style-type: none"> <li>1. Review previous ELDC projects in terms of how they were project managed – what went well, what were the areas for improvement, how have we learned from them to improve future project management?</li> <li>2. How is the implementation of the new project management resource working out?</li> <li>3. How do other Councils approach project management and what can we learn from them?</li> </ol>
<b>Indicators of success</b> (desired outcomes, what should change as a result)	<ul style="list-style-type: none"> <li>➤ Ensure value for money</li> <li>➤ Start with realistic expectations</li> <li>➤ Consistently good outcomes</li> <li>➤ On time completion</li> </ul>
<b>Approach/methodology</b>	<p><i>Internal witnesses:</i> portfolio holder(Finance and Corporate affairs), Adrian Sibley and team, project sponsors (Richard Hodgson, Matthew Hogan, Andy Fisher, Emily Spicer, Lydia Rusling, John Leach)</p> <p><i>External witnesses:</i> partners on recent big / major projects</p> <p>Resources: project resources / planning documents</p>
<b>Liaison Officer</b>	Adrian Sibley
<b>Timescales</b>	<p>Start date: June</p> <p>End Date: September</p> <p>Target Overview meeting: October</p> <p>Target Council meeting: December</p>