
TITLE: PROJECT MANAGEMENT FRAMEWORK AND TRAINING

To: Transformation Programme Sub-Committee

Date: 23rd November 2015

From: Hetty Thornton-Programme Manager and Performance Officer

[Q116]

1.0 Issue

- 1.1 The Transformation Programme consists of a number of projects which all require Project Managers to ensure it is coordinated, effective and sets out clear benefits centred around the needs of our customers.
- 1.2 Historically, East Cambridgeshire District Council has promoted Project Management based on the principles of PRINCE2 (the recognised methodology for managing projects). However, the pool of project managers has been small due to the lack of project management skills.
- 1.3 The Transformation Programme identified a number of people who indicated that they would be interested in undertaking project management if they had the appropriate skills by which they can effectively manage work streams.
- 1.4 The Senior Responsible Owner and the Programme Manager agreed to organise a one off project management workshop, based on the principles in PRINCE2, to develop key skills in order to help manage projects effectively.
- 1.5 The training was more successful than expected and to date we have undertaken 4 sessions with an average of 12 people per session.

2.0 Recommendations

- 2.1 Members of the Transformation Programme Sub-Committee are asked to note the response to the Project Management training and as a consequence the development of a user friendly Project Management Toolkit which has been designed around the needs of the attendees on the courses.
- 2.2 Members of the Transformation Programme Sub-Committee are asked to endorse the Project Management Toolkit in order to enable the Programme Manager to roll out the document across the Council.

3.0 Background

- 3.1 Effective project management enables projects to be run on time, to budget and meet the outputs identified.
- 3.2 The Transformation Programme has worked with a quarter of the workforce to provide project management training based on the universally recognised best practice principles within PRINCE2.
- 3.3 In addition, the Programme Manager has become a qualified Programme Manager which will support the strategic alignment of the Transformation Programme including higher level risk management, benefits realisation and quality assurance.

4.0 Conclusions

- 4.1 Effective project management provides clear guidelines and principles to help drive forward positive change in a coordinated way.

- 4.2 Members of the Transformation Programme Sub-Committee are asked to note the project management training and the considerable interest it has had throughout the organisation from staff to councillors.
- 4.3 Members of the Transformation Programme Sub-Committee are asked to endorse the Project Management Toolkit in order that it can be the recognised tool to enable staff to run efficient projects in a consistent way.
- 5.0 Financial Implications
- 5.1 There are no financial implications associated with this report.
- 6.0 Equality Impact Assessment
- 6.1 There is no need for an equality impact assessment for this report.
- 7.0 Appendices
- a) Project Management Toolkit

Background documents- None

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