**Project Management Roles and Governance**

**Project Board**

The project board is responsible for governance of the delivery of the project, performing both an oversight and top-level management function of the project. The project board will have the authority to make cost, scope and schedule decisions.

The membership of the board will consist of project sponsor (chair), project manager, finance manager, representatives from the advisory committee, an independent advisor and if appropriate a funding body representative.

The project manager will deliver status reports on progress, resources, risks and issues to the project board. The finance officer will report on finance.

The board will meet approximately every 3 – 6 months.

**Advisory Committee**

The advisory committee provides independent scientific, technical and management advice to the STFC, and report to the Project Sponsor responsible for overseeing the delivery of the project.

The committee will meet approximately every 3 – 6 months.

**Project Sponsor (PS)**

The PS will champion the project, and provide the essential links between the Advisory Committee, Project Board and Project Management Team. The sponsor is the owner of the business case and develops the business case throughout the project lifecycle. There will be a close relationship between the sponsor and the project manager to ensure that the business case remains viable. That it continues to deliver the project deliverables and benefits.

The roles of the Sponsor include:

* Chairing the Project Board
* Providing the senior management ownership of the project within UKRI-STFC
* Ensuring that the project is actively managed and meets its objectives
* Ensuring the benefits of the project to STFC as defined in the Business Case, are realised.
* Representing the Customer's interests
* Agreeing the Project Management Plan with the Project Manager
* Ensuring that any agreed contract conditions are met and liabilities managed

**Principle Investigator (PI)**

The PI leads the science team requirements and deliverables and is responsible for the scientific success of the project.

**Project Manager (PM)**

The PM has the responsibility to deliver the project to the agreed scope, specifications, timescales, and budget within the constraints and critical success factors in the project Business Case and Project Management Plan. The PM is responsible for the day-to-day planning and execution of the project, within the budget and timescale agreed with UKRI-STFC and ensuring effective management of the project deliverables.

The Project Manager is accountable to the Project Sponsor and Project Board.

The main duties of the PM can be summarised as:

* Report on project progress, risk management and resources to the Project Sponsor and Project Board.
* Provide monthly project reports to STFC Project Review Committee (PRC) using the PRC report template.
* Working with the Project Sponsor and Stakeholders to develop and agree the Project Management Plan (PMP) and Project Specifications, including consultation with the STFC Legal/Commercial team on any contract management commitments.
* Leading and motivating the project team and maintaining a proactive management environment. This means foreseeing problems and taking appropriate and timely pre-emptive action.
* Ensuring that the project team, both internal (UKRI-STFC) and external (University Work Packages), are thoroughly familiarised with the contents of the agreed PMP.
* Ensuring that any changes to the PMP and Project Specification, throughout the life of the project, are reviewed, agreed with the Stakeholders and Project Sponsor and are controlled.
* Identifying, and where appropriate agreeing with staff line managers, the correct skills and resources to achieve the objectives and the training required to ensure the health and safety of UKRI-STFC staff working under their direction as part of the project.
* Establishing detailed budgets and schedules, allocating individual responsibilities and defining the budgetary control process.
* Monitoring and controlling progress against milestones and deliverables, managing project risks, and reporting on cost and schedule.
* Acting as a common focal point throughout the project lifecycle from initiation to closure, liaising with specialists, suppliers and commercial departments as required.
* Working closely with the Project Sponsor and Stakeholders so that the project objectives are fully satisfied with respect to time, cost, quality and performance.
* Escalating issues that are outside their authority to the PS. Escalation points should be determined before the start of the project where possible.
* Undertaking project reviews as defined in the project quality plan.
* Ensuring that comprehensive project Close Out and Post Implementation Reviews are carried out and lessons learnt communicated.

**Work Package Managers (WPM)**

WP managers report to the project manager. Their responsibilities are to deliver the WP to scope, specification, in time, and on budget within the constraints and critical success factors of the work package specifications and project management plan. The roles and responsibilities are very similar to the PM within the responsibility of WP.

The main duties of the WPM can be summarised as:

* Provide monthly work package reports to the project manager using the WPM report template, which monitors progress against tasks, deliverables, milestones, risks, and finance.
* Leading and motivating the WP team and maintaining a proactive management environment. This means foreseeing problems and taking appropriate and timely pre-emptive action.
* Ensuring that the WP team, both internal and external, are thoroughly familiarised with the contents of the agreed Project Management Plan.
* Working closely with the Project Manager so that the WP objectives and deliverables are fully defined and monitored monthly with respect to time, cost, quality and performance.
* Ensuring that any changes to the project specification or deliverables that impact on risk, schedule or cost are reviewed and agreed with the project manager.
* Establishing detailed budgets and schedules for the WP deliverables, allocating individual responsibilities and defining the budgetary control.
* Acting as a common focal point for the WP team throughout the project lifecycle from initiation to closure, liaising with specialists and suppliers.
* Escalating issues that are outside their authority to the PM. Escalation points should be determined before the start of the project where possible.
* Undertaking reviews as defined in the project quality plan.
* Play an active role associated to the work package at Close Out and Post Implementation Reviews.

**Project Team Member (TM)**

[Team members](http://staff.stfc.ac.uk/prog/project/Roles/Pages/Member.aspx) are responsible to the Work Package Managers. Team members’ duties will include:

* Ensuring that their tasks and deliverables are completed to project scope, specification, time and budget.
* Reporting to the WPM on the progress and performance of their tasks.
* Escalating issues that are outside their authority to the WPM. Escalation points should be determined before the start of the project where possible.
* Play and active role in reviews and project meetings.

**Group leaders (GLs)** applicable within UKRI-STFC

GLs provide the functional management of UKRI-STFC staff within their group. GLs are responsible to the relevant Department.

The main project management duties of the GLs can be summarised as:

* Provide professional leadership to group members
* Provide direct line management to staff within their group
* Lead the group in delivering Quality Management (within ISO9001 Quality Management System for several groups)
* Manage the staff training plan for the group staff
* Manage risk for all Group activities
* Managing Safety Health & Environment for group activities performed by their staff
* Manage resource planning within the group to deliver the full portfolio of projects, programmes and operation activities.
* Allocate specific resources to project managers after reviewing project requirements with project managers.
* When appropriate recruit new UKRI-STFC staff, contract staff, apprentices, graduates and students to deliver the projects requirements.

**ITRF Project Meetings**

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| --- | --- | --- |
| **Meeting** | **Membership** | **Meeting Frequency** |
| Advisory Committee | SC, Stakeholders, ………… | 3 - 6 months |
| Project Board | SC, PM, Finance rep., Advisory committee members, Department rep., …… | 3 - 6 months |
| Project Committee | PM (chair), PI, WPM’s | Monthly |