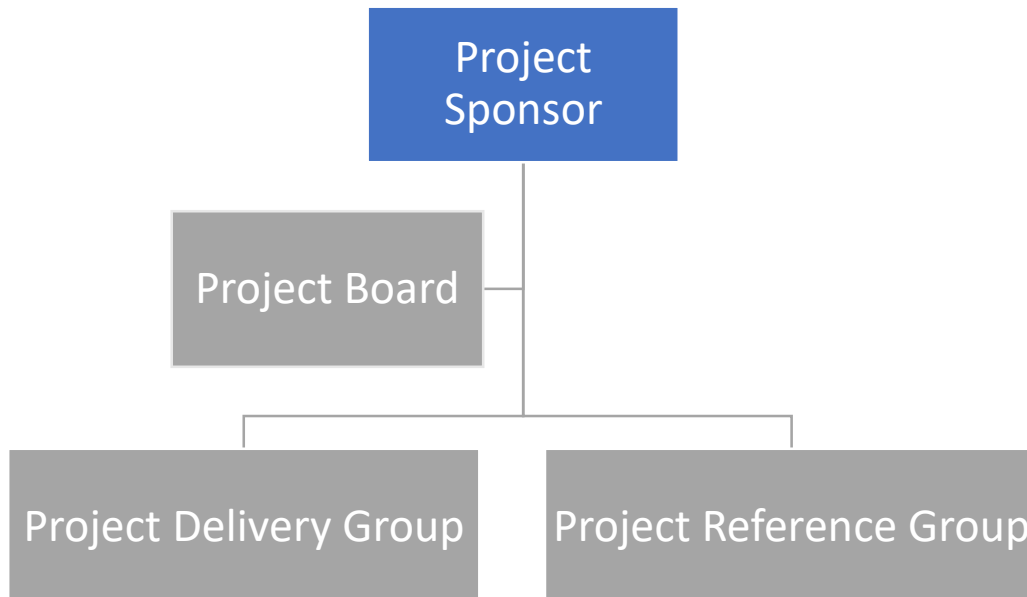


Project Governance Structure

The aim of governance structure is to ensure that there is a clear understanding of roles and responsibilities, accountability and workflow of the project. Below are the structure hierarchy and definitions.



Project Sponsor – Chris Elliot (CEO of Warwick District Council) Project commissioner and overall responsible for the project.

Project Board– stakeholders who take on the role of helping to steer the project including Elected Members for District, County and Town and representation from Warwickshire County Council (Sarah Duxbury), Warwick District Council (Chris Elliott), residents’ group and any other stakeholders that the project board deems suitable.

Key responsibilities:

- Individual members and the group overall champion the project including raising awareness of it and any issues at senior level.
- Ensure the project remains focused on the scope.
- Ensure the project is set up for success, by providing guidance.
- Ensures the project adheres to organisational procedures, policies, frameworks, regulation etc.
- Keeps the project team ‘honest’ by monitoring and controlling (at high level) to keep the project on track.
- Authorises the project to continue to the next stage (or sends it back for more work to be done before authorisation is given).
- Agreeing the Funding Strategy.
- Releases funds on phased basis, according to the governance structure set up.
- Improves changes, variations to scope and schedule (those that have a high impact), including reviewing recommendations from the project manager and team.

- Approved deliverables and provides authorisation & off is required for project management documents and other artefacts.

Project Delivery Group – individuals who are responsibility of developing & progressing the project workstreams including Marcos Campos and Lauren Sime (The Gap), Berni Allen and Jo Dagg (Warwick District Council) Alistair Rigby (Warwickshire County Council) Viv Bosworth (Project volunteer), Janette Eslick (Project volunteer) and Terry Plant (Consultant).

Key responsibilities:

- Carry out the work defined by the Project Sponsor and Project Board.
- Seek approval from the Project Board on the different stages and decisions.
- Report on the progress of the project to the Project Board.
- Define meeting dates and report arrangements to the Project Board.

Project Reference Group – made up of residents to act as a sense checker and input to developing the project.

Key responsibilities:

- Support the Project Delivery Group and Project Board on public consultation.
- Seek support from local residents for the project.