

## **DMS PHASE 1 GOVERNANCE ARRANGEMENTS**

### **1. Overview**

Governance will be established for the Programme to ensure:

- there is a clear view of the Programme's aims and identify its benefits
- the Programme definition shows how it will affect and change the council
- there is a strong framework for monitoring and coordinating the various projects within the Programme
- the Programme moves forward
- the organisational impact of the Programme is managed
- at closure, the Programme has achieved its ends and its successes are acknowledged

### **2. Programme Board (Phase One)**

Table 1: Programme Board Roles and Members:

Programme role	Officer
Senior Responsible Owner	Chris Elliott
Programme Manager	Steve Webb
Change Manager (Business)	Karen Pearce
Change Manager (Technology)	Jane Jack

### **3. Programme Board Responsibilities**

The Programme Board will be responsible for:

- Risk Management – managing the threats to the Programme's success
- Communications – planning the communications activities for the Programme
- Stakeholder management - ongoing communications with all identified stakeholders
- Monitoring progress – the monitoring and control activities for the portfolio of projects.

### **4. Project Team responsibilities**

The project teams for the three projects will be responsible for:

- Project Plans – producing and following an agreed plan
- Milestones – ensuring the key outcomes are achieved on time
- Action – producing the products to specification
- Documents – appropriate to being able to control the project
- Reports to Project Sponsors – generally, escalating issues and risks using the principle of management by exception
- Risks – management of risks throughout the project

Further details of roles and responsibilities in the Programme are summarised in Table 2:

Table 2: Programme Roles and Responsibilities

Role	CMT	Programme Board	Programme Sponsor	Programme Manager	Change Manager	Business Analyst
Programme definition						
Programme governance						
Managing the change process						
Business case management						
Requirements management						
Communication management						
Budget Management						
Resource management						
Risk management						
Quality management						
Procurement management						
Contract management						
Performance management						
Programme closure and handover						
Programme review/evaluation						
Planning and control						
Create/ lead a programme team						
Meet Health, safety and environment needs						
Complying with regulatory requirements						
Apply programme management methodologies						
Apply change management methodologies						
Apply business analysis methodologies						

## 5. Monitoring Timescales

The overall timescales for monitoring are proposed as follows:

Activity	Timescale
Executive approval for new approach and projects	15 <sup>th</sup> October
Programme Board meets	October – Dec – Feb – March
Reports to Audit and Resources	October – February – March
Reports to CMT	December – March

Programme Board priorities:

Meeting	Timescale
October 2008	Authorise initiation of Programme and its projects
December 2008	Using management by exception deal with budget, risk and resources problems
February 2008	Using management by exception deal with budget, risk and resources problems
March	Programme evaluation and authorisation of closure