PROJECTS DASHBOARD

1   PURPOSE OF REPORT

1.1   The purpose of this report is to present the Projects Dashboard as prepared by the Programme Management Office (PMO) in respect of projects within the remit of the Investment Board.

2   INTRODUCTION

2.1   On 17 January 2018 the Investment Board agreed to receive reports on the progress of projects classified as 'Gold' in the form of a specially prepared Projects Dashboard. Projects classified as 'Silver' or 'Bronze' would be reported by exception.

2.2   Projects are classified as Gold when the project involves dedicated resource and/or investment from reserves and/or partnership working and/or is otherwise politically sensitive and the project is directly reflected in the Council's Medium Term Financial Statement (MTFS) and links to wider strategic themes within the framework for projects and investment.

2.3   Projects are classified as Silver when the project does not involve investment from reserves but it does involve partnership working and/or is otherwise politically sensitive. Projects are classified as Bronze when they are funded from within existing budgets.

Terms of reference for the PMO

2.4   The proposed Terms of Reference for the PMO are set out in **Appendix 1**. Members are asked to approve these.

3   THE PROJECTS DASHBOARD

3.1   The inaugural Projects Dashboard is attached as **Appendix 2** to this report. The Projects Dashboard is very much work in progress and Members' comments and observations on potential improvements are welcomed. **Exempt Appendix 3** provides detail on the projects shown in Appendix 2: discussion on this appendix should be following the exclusion of the press and public.

3.2   The Projects Dashboard does not yet contain exception reporting for Silver and Bronze projects. Once the format of the Projects Dashboard has been finalised it is intended to be rolled out to project owners of Silver and Bronze projects so that reporting of those projects can be undertaken using the same template. The PMO will collate information from project owners in the same reporting cycle as Gold projects, so that exceptions can be captured and reported as part of the Projects Dashboard.

4   RISK IMPLICATIONS

4.1   Risks relating to individual projects are recorded in the Projects Dashboard and monitored by project owners in accordance with appropriate mitigation strategies.

5   CRIME AND DISORDER IMPLICATIONS

5.1   None.

6   ENVIRONMENTAL IMPLICATIONS

6.1   None.

7   RESOURCE IMPLICATIONS

7.1   None.

8   LEGAL IMPLICATIONS

8.1   None.

9   PARISH IMPLICATIONS

9.1   None.

10   EQUALITY AND DIVERSITY IMPLICATIONS

10.1   None.

11   RECOMMENDATION

11.1   It is proposed that the Investment Board **RESOLVES**

        (1)   That the Project Management Office Terms of Reference be approved.

        (2)   That the Projects Dashboard be noted.

Angela Hutchings

Strategic Director

Background Papers:-

None.

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If you would like this report in large print, Braille or another language please contact 01702 318111.

Rochford District Council
Programme Management Office Group (PMO)
Terms of Reference

The Terms of Reference for the PMO are set out in this document. These Terms of Reference will be reviewed by the Strategic Director on at least an annual basis.

Purpose

1. To oversee delivery of the business plan projects and report progress on the "Gold" projects to the Investment Board and Executive via the Project Dashboard, with "Silver" and "Bronze" projects being reported on an exception basis.

2. To monitor progress within projects, ensuring leads seek support to deliver the savings and benefits identified.

3. To identify slippage/bottlenecks in the progress of projects and agree plans to bring back into line with projected timescales.

4. To ensure that accountability and responsibility for delivering projects are clear within the organisation.

5. To ensure that the actions and outputs from PMO meetings are communicated and cascaded appropriately.

Outcomes

1. To ensure that the delivery of projects are undertaken in a timely and effective way.

2. To ensure that all schemes are supported by a detailed, evidence-based Project Initiation Document (PID) and progress is monitored and any slippage addressed.

3. To ensure that all schemes are appropriately assessed for the potential impact on the Council's Business Plan.

4. To facilitate the effective communication of the impact of the Council's projects.

5. To ensure that any issues arising are included in the project Risk Register, as appropriate.

Methods

The PMO will provide support and mentoring for the Council's projects to ensure they follow best project practices and are able to deliver the proposed benefits, which ultimately deliver the Business Plan priorities and address the Medium Term Financial Strategy.

Accordingly, the PMO will invite project leaders to update the PMO on progress, as necessary, setting out the challenges and opportunities within the project. (This would predominantly apply where material projects were slipping or not delivering to plan.)

The Project Dashboard will be reported to the Strategic Director and the Leadership Team on a monthly basis; on a quarterly basis to each Investment Board (or Executive or elsewhere as appropriate) and Council. This will allow overview of performance against all project plans using the Project Dashboard and the development of actions plans to address slippage or under performance.

Membership

The core membership of the group will be as follows:
- Strategic Director
- Overview & Scrutiny Officer
- Principal Performance Business Support Officer

21/02/18

PROJECT DASHBOARD

Last saved: 06/03/2018

	Overall Programme Health	Overall Programme RAG		At Risk Projects	**PUBLIC DOCUMENT**
	🟢	⬆️		0	

	Project Name	Project Health	Project Lead	Reports to	Start	Finish	Apr 2017 – Jun 2019
GOLD	Asset Acquisition and Development	🟢	Assistant Director - Commercial Services	Investment Board	May 2017	Jun 2018	
GOLD	ICT	🟢	Assistant Director - Transformation	Executive	Dec 2017	Jul 2018	
GOLD	Homelessness Reduction Act	🟢	Assistant Director - Community and Housing	Executive	Feb 2018	Mar 2019	

	Title	Project Health	Project RAG	Percentage of Budget Committed	Direction of Travel	At Risk?	Red Milestones	High Risks	Achieving Benefits Realisation?
GOLD	Asset Acquisition and Development	🟢	GREEN		⬆️	✅	0 (0%)	5 (63%)	✅
GOLD	ICT	🟢	GREEN		➡️	✅	0 (0%)	2 (67%)	
GOLD	Homelessness Reduction Act	🟢	GREEN		⬆️	✅	2 (67%)	4 (67%)	❌

Committed / Actual Spend	Emergency

⬇️ Behind Target
➡️ On track
⬆️ Ahead of target

6.6