

## PROJECT MANAGEMENT ADVISORY COMMITTEE

Meeting Number 1:2008 – 5 March 2008

### RECORD OF DECISIONS

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#### ATTENDEES:

**Chair:** Mitchell Knevett, DPAC

**Attended:**

Kathy Kuryl, DPAC  
Allegra Huxtable, DoE  
Ken Hart, DPEM  
Maria Jeffries, DPAC

Martin Crane, DIER  
Warren Lewis, DHHS  
Rob Valentine, DHHS  
Carol Williams, DoTaF

Rob Jak, TMD, DPAC  
Andrew Wagg, DEPHA  
Maria Skillern, DIER  
Andrew Street, TTC, DPAC

**Secretariat:** Kath Noyes & Tania Heideman DPAC

#### Apologies:

George Cretu, DPEM  
Alan Wood, DPIW  
Deb McGregor, DoE  
Sushila Desai, DED

Jonathon Rees, DoJ  
Ray Hart, DPIW  
Kris Klassen, DoE

## 2. DECISIONS

2.1 – The Record of Decisions for the meeting held on the 13 December 2007 was approved.

#### COMMENTS

- **Agenda Item 3.1: Business Arising – Outstanding Actions**

Kathy Kuryl provided an update on outstanding actions noting as follows:

Action 18.2 – ongoing issue - date still to be determined.

Action 5.1, 5.2, 5.3 – to be completed

Action 17.1 – Fact sheet has been developed and endorsed and is being formatted for publishing

- **Agenda Item 3.2: Business Arising – *Realising Project Benefits* update**

Carol Bond provided an update of project progress.

Some comments were made regarding the importance of addressing outcome realisation at the earliest stages of project life, and that a cultural change is needed at management level to effectively support small and medium sized projects in managing outcome realisation.

- **Agenda Item 3.3: The Guidelines Review Project Business Plan**

The committee noted the changes to the Project Business Plan (Version 1.0, 26

February 2008)

The committee was asked for their input on draft revised sections to be circulated out of session in next 4-6 weeks.

- **Agenda Item 4: For Feedback**

- 4.1 Project Initiation Fact sheet**

- The committee provided feedback on areas of the fact sheet and flow diagram that need to be redeveloped.

- 4.2 PM001 Project Proposal Template & Guide V2.b Jan 08 DRAFT**

- The committee provided feedback on areas of the Template & Guide that need to be further developed.

- 4.3 PM003 Project Initiation Brief Template & Guide V0.B Jan 08 DRAFT**

- The committee provided feedback on areas of the Template & Guide that need to be further developed.

- Kath Noyes requested that any other feedback be conveyed to her by Friday 7 March 08

- **Agenda Item 5: IASC Report**

- Mitchell Knevet reported on aspects of the December 2007 & February 2008 meetings of the IASC as follows:

- The Information Security Guidelines have been updated to incorporate new standards and were endorsed at the February meeting.
    - A cross agency committee has been formed under the ICT Transformation Initiative to support projects the address ways to enhance productivity across government through ICT. Issues being addressed include a whole-of government approach to e-mail, and wireless networking hotspots.
    - Management of Complex Projects – a special workshop for IASC members was conducted recently which addressed aspects of complex project management including the Gateway Concept, Governance, and Project Portfolio Management. Rhys Edwards made a presentation on his experience with the Royal Hobart Hospital Redevelopment Project.

- **Agenda Item 6: Training Consortium (Upcoming Events & Training Courses)**

- The Training Program Calendar for 2008 was circulated. Andrew Street reported on lessons and issues arising out of the recently held *People in Projects* Forum

- **Agenda Item 7: Agency Reports**

- Members noted as follows:

- There has been significant agency restructuring at DHHS. There will be a strong focus on Outcome Realisation from the top down. An Information Services Board has been established to assess and prioritise all IT projects. This has had some impact on projects that are currently mid-stream.

- The Department of Police and Emergency Management confirmed the appointment of a new Commissioner.

- **Agenda Item 8: Other Business:**

The Committee noted a vote of thanks to retiring member Alan Wood (DPIW) for his long standing contribution to the development and improvement of the Tasmanian Government Project Management Framework.

The scheduled meeting dates for 2008 were circulated again and it was noted that meetings have been moved to Wednesday afternoons for the coming year.

**NEXT MEETING**                      2:00 pm – 4:00 pm  
    Wednesday, 30 April  
    Level 8 Boardroom  
    144 Macquarie St, Hobart

**2008**

<b>OUTSTANDING ACTIONS</b>				
<b>ACTION</b>	<b>DESCRIPTION</b>	<b>WHO</b>	<b>DUE DATE</b>	<b>STATUS</b>
1.1	PMAC members to provide further feedback on the draft Project Initiation Fact Sheet, PM001 Project Proposal Template & Guide (V2.b Jan 08), PM003 Project Initiation Brief & Template & Guide (V0.B Jan 08)	Kath Noyes	Friday 7 March 08	Completed

**2007**

<b>OUTSTANDING ACTIONS</b>				
<b>ACTION</b>	<b>DESCRIPTION</b>	<b>WHO</b>	<b>DUE DATE</b>	<b>STATUS</b>
8.2	PMAC to advise IAPPU of suitable documents for the Knowledge Base	PMAC	Ongoing	Open
5.2	Email to be sent to Members including leading questions to encourage feedback on areas for review of the TGPMGs.	Kathy Kuryl	December 2008	Open
5.3	Forward report on national Gateway meeting.	Kathy Kuryl	March 2008	

**2006**

<b>ACTION</b>	<b>DESCRIPTION</b>	<b>WHO</b>	<b>DUE DATE</b>	<b>STATUS</b>
18.2	Organise demonstration by Education (Kris Klasen) of Projects Register	IAPPU	TBC	Early 2008 (date to be determined)
RG/7.5	Develop a FAQ on Governance	IAPPU	31 August 2006 (2005)	Draft under development
9.1	Investigate the issues raised in the Project Staffing Paper from the MR Project.	Kathy Kuryl	December 2006 (May 2005)	Number of new issues emerging. Will report to future meeting.
13.6	Investigate starting a more formal Project Managers Community of Practice.	Kathy Kuryl	August 2006	In 2008

<b>ISSUES REGISTER</b>			
Issue Number	Description	Status	Actions & Progress Notes
5.11	Issue of Portfolio Management	Open	Fact sheet under development. Kathy and Maria J working with DHHS and Education on a case study approach.