

Tasmanian Government Project Management Framework

Introduction Workshop

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Workshop Purpose

To introduce the basics of project management as detailed in the Tasmanian Government Project Management Framework

Inter Agency Policy and Projects Unit

Operates under the direction of the Inter Agency Steering Committee (IASC)

Is responsible for coordinating the development and implementation of whole-of-government information management, information systems and project management aimed at improving and modernising the operations of Government in Tasmania.

Manages a number of cross government and whole-of-government programs and projects, including the Better Practice Program, Information Security Framework, Web Publishing Framework, Interoperability Project.

Better Practice: Project Services

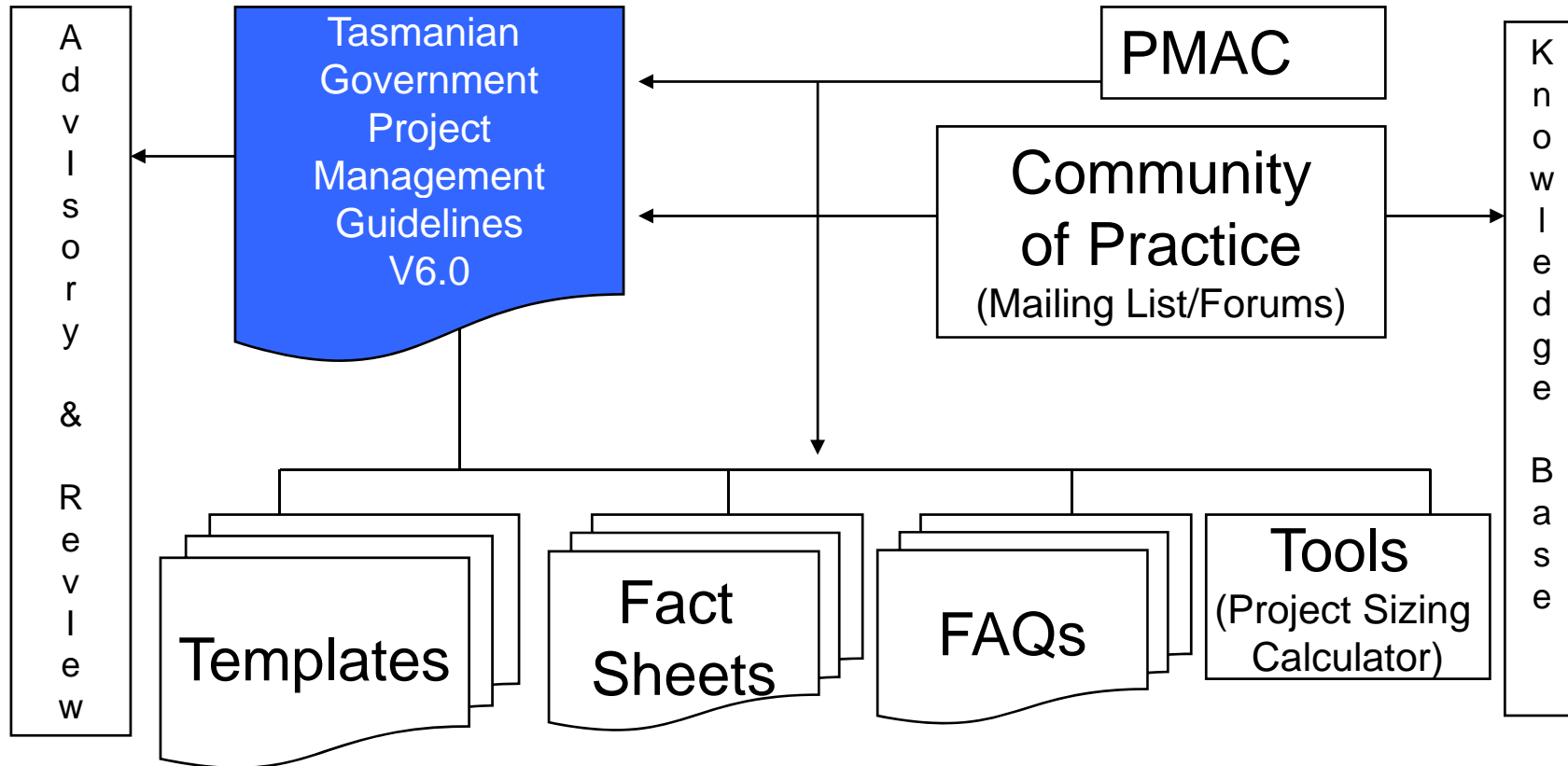
Role

Promote and support the use of better practice in project management based on the *Tasmanian Government Project Management Guidelines*

Functions

- Quality project management information, resources & tools
- Project management support & advice
- Project & Quality Management Advisory & Review Services

Tasmanian Government Project Management Framework





Search Theme Project Management

QUICK LINKS

- Document List
- ns
- Tasmanian Government Project Management Guidelines
- Setting Started in Project Management
- Project Life
- Other Project Management Training Opportunities
- Business and ICT Consultancy Service - Overview

NAVIGATION

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RECENTLY ADDED

- Standards Select Online Service
- Better Practice Gartner Forum, Information Management, 27 June 2007

PROJECT MANAGEMENT

Project management is a formalised and structured method of managing change in a rigorous manner. It focus on producing specifically defined outputs by a certain time, to a defined quality and with a given level of resources so that planned outcomes are achieved.

The Tasmanian Government Project Management Framework provides guidelines, templates and tools developed in collaboration with practising project managers.

Information and advice on project management is available to all agencies by emailing pminfo@dpac.tas.gov.au

RESOURCES

- Project Management Guidelines
- Downloadable project templates
- Frequently asked questions
- Fact sheets

+ view documents

KNOWLEDGE BASE

- Example documents from Tasmanian Government Agency projects
- Articles and research

+ view documents

SERVICES

- Subscribe to Mailing List
- Business and ICT Consultancy Service
- Quality Advisory and Review Service

+ view documents

PROJECT ACTIVITIES

Information on projects and/or activities currently underway within the Inter Agency Policy and Projects Unit, Department of Business and Consumer Affairs

Tasmanian Government Project Management Guidelines

- Basis of our approach to managing projects
- “Home grown” product, reflecting **lessons learnt** by Tasmanian Government Project participants (Community of Practice)
- Information from John Smyrk, Rob Thomsett and other best practice research
- Have evolved, and continue to evolve over time

What is a project?

Will bring about change

Is a group of inter-related activities planned and executed in a certain sequence

Will create a unique product or service

Is undertaken within a specified timeframe

Planned to achieve outcomes/benefits

What is Project Management?

Project Management is a formalised and structured method of managing change

Develops specifically defined products or services (Outputs)

To achieve planned benefits (Outcomes)

Why Project Management?

Using sound project management techniques will help increase the likelihood that your project will be finished

- On time
- Within budget
- To an acceptable level of quality

And assist to ensure that outputs are delivered and outcomes/benefits are achieved

Why Project Management

Provides a recognised and tested approach to successfully implementing change initiatives

Provides a structure for planning, ongoing monitoring and review

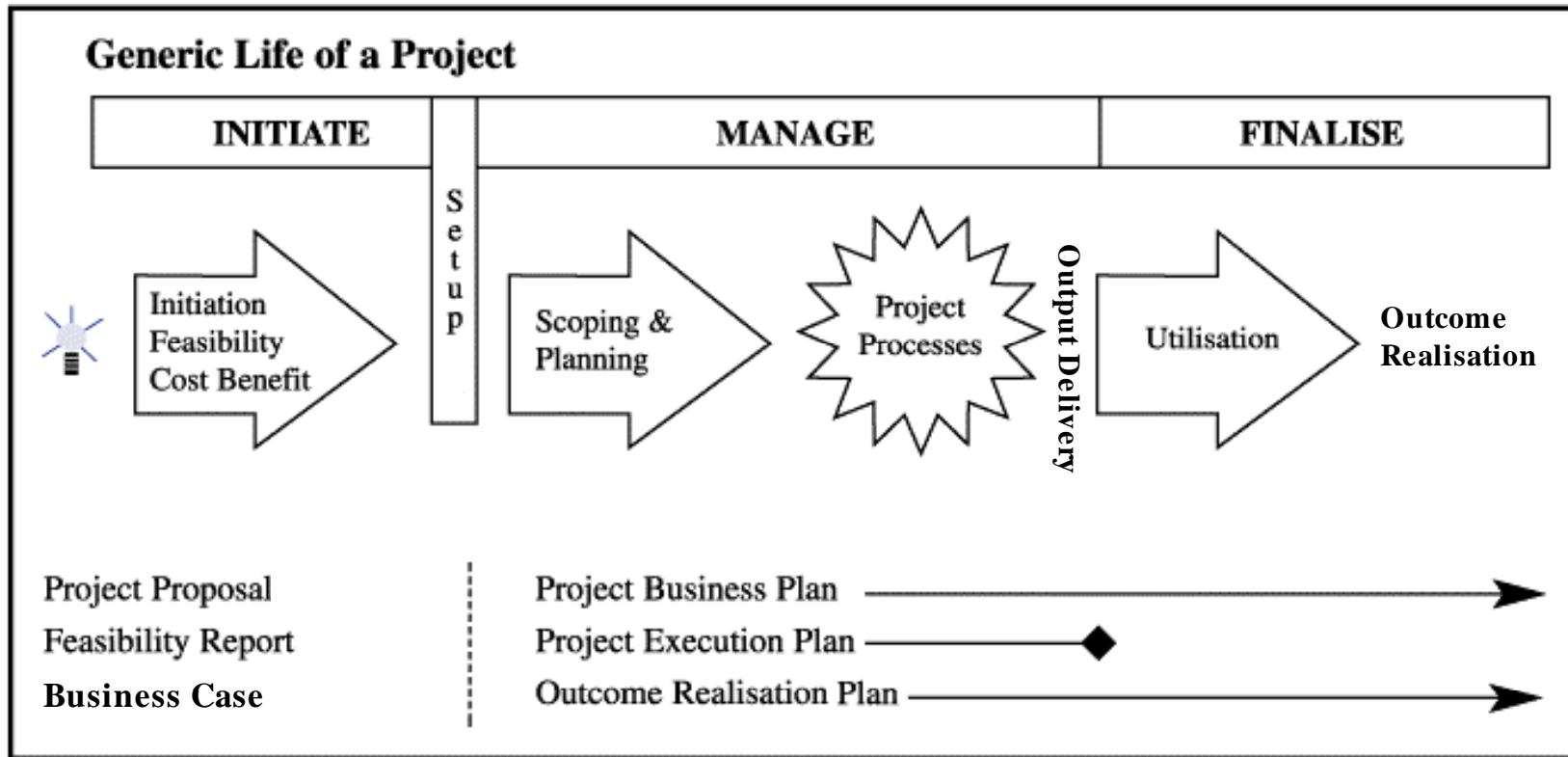
Promotes communication and consultation with stakeholders to assist with the change

Maintains links between corporate/strategic plan and the change initiatives being undertaken

Summary - Project v Operational

Operational	Project
Activity based on precedent or established procedure	Uncertain planning (Implies risk)
Routine, cyclic processes	Temporary/linear processes (start and end) Unique (new or improved)
Established Governance (operational level management)	Distinct/temporary Governance (high-level management)
Maintains status quo	Sets up future (implies organisational change)
Some planning	Initiate, Set Up, Manage, Finalise

Project Life



Project Size

EXERCISE

- 1 Refer to Fact Sheet – Project Sizing
- 2 Discuss why it is important to determine project size and complexity.
- 3 Consider and discuss where one of your workplace projects would fit according to the sizing table.

Project Terminology

Language does Matter😊

EXERCISE

- 1 Refer to Fact Sheet – Language Matters
- 2 Discuss the difference between outputs and outcomes.
- 3 Consider why this is important

The Guidelines

11 Key Elements

That describe key processes that should be undertaken to a lesser or greater degree depending upon project size and complexity

The first is Planning and Scoping

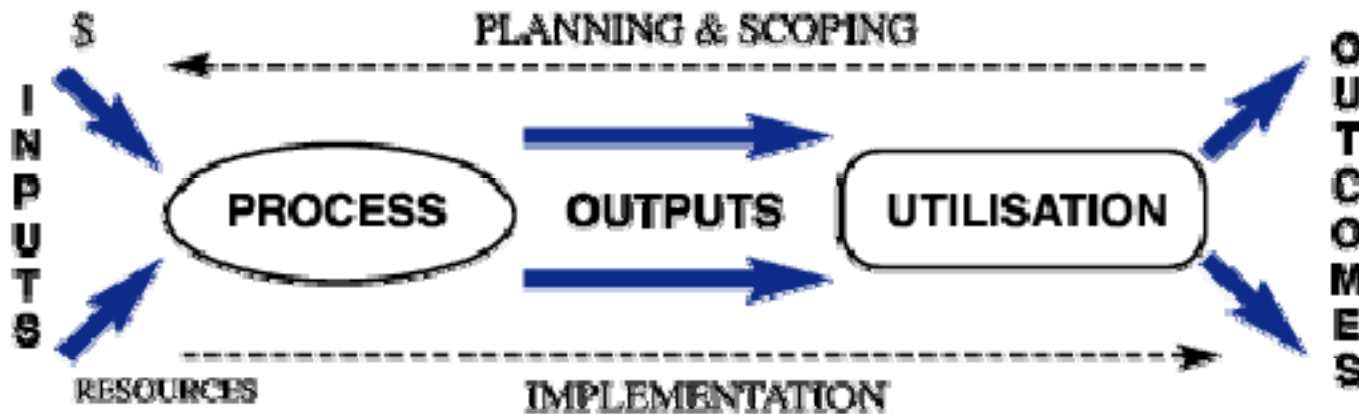
Key Elements Checklist

Discuss Checklist with your partner

Share Issues with your table

What issues are emerging

John Smyrk's ITO Model



Project Scoping

- The Scope of a project includes:
 - Major objective(s): Why are we doing the project? (To)
 - Outcomes: What are the long term benefits?
 - Target Outcomes: What are the measurable benefits? (increased, improved.....)
 - Customers: Who will use the outputs to generate outcomes?
 - Outputs: What new or revised services/products are needed? (nouns/things)

Project Scoping

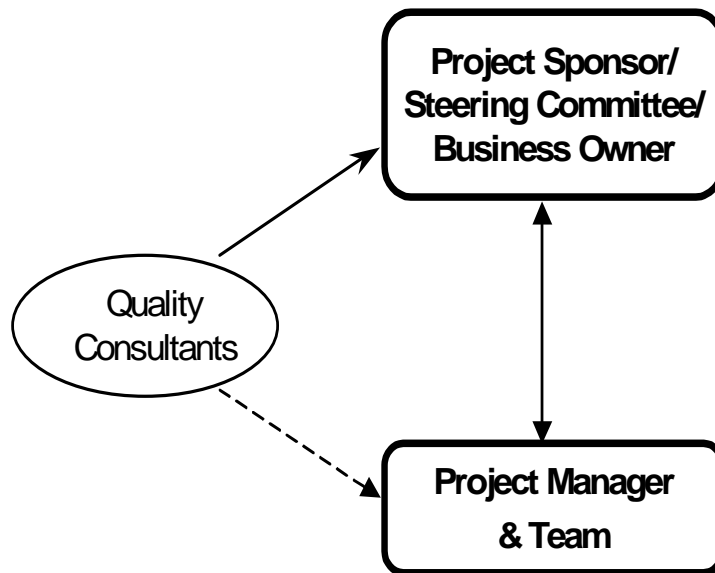
- The Scope of a project includes:
 - Work: What activities/tasks are required to deliver outputs? By when?

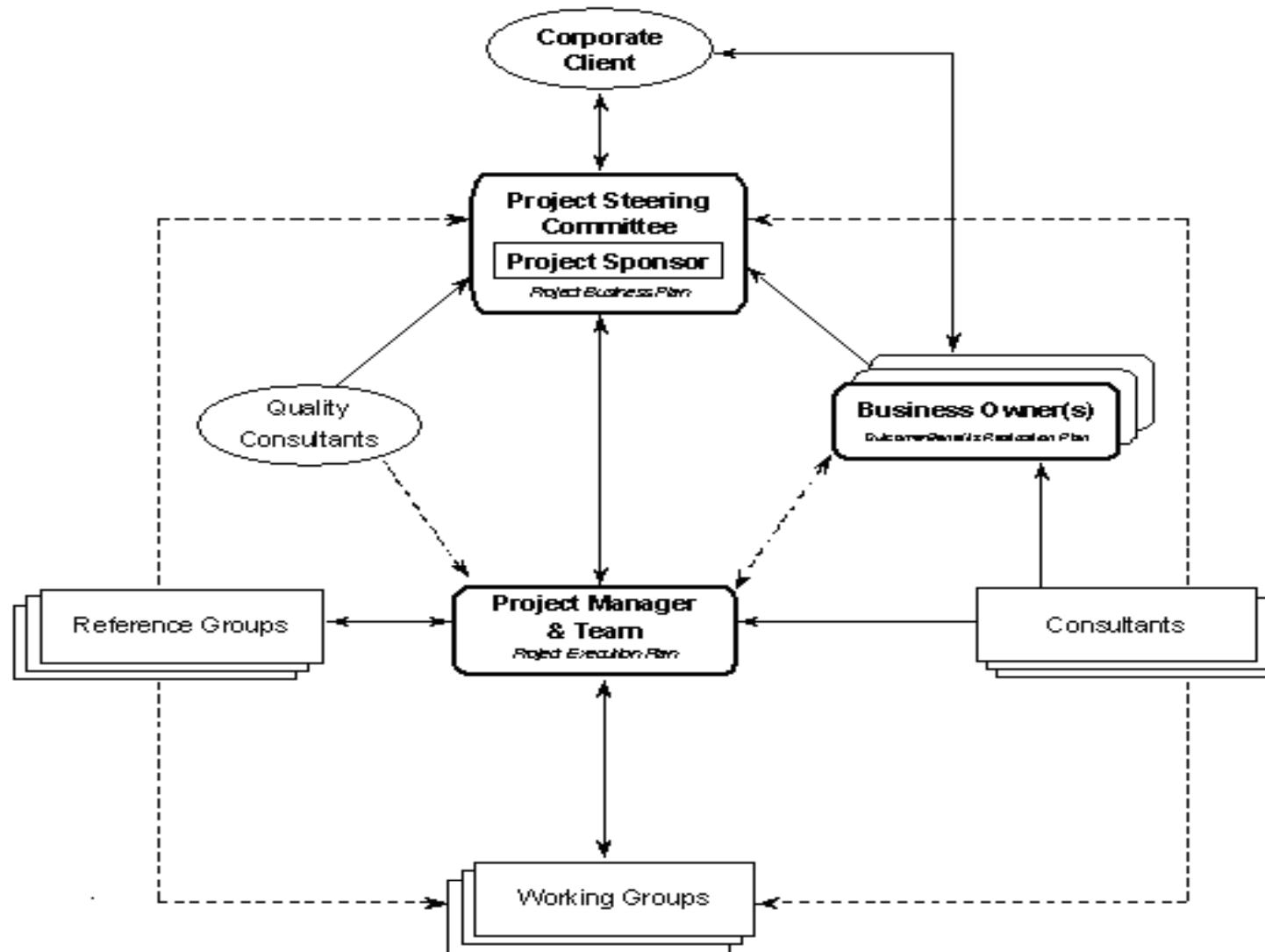
Can you identify key dates for delivery? (milestones)

- Resources: What human, financial, physical and information resources will the project need?

(Scoping is an iterative process throughout the life of the project)

Key Element 2 – Governance





3 – Organisational Change Management and Outcome Realisation

Plan for achievement of target outcomes

Need to plan for the change to the organisation

Where does a project end and operational mode take over? – this needs to be planned too.

4 – Stakeholder Management

Identify stakeholders

Analyse and classify them

Plan their involvement

Communication strategy and plan

5 – Risk Management

Definition

Context

Identification

Analysis

Evaluation

Treatment – mitigation

Reporting

6 – Issues Management

Definition

Issues Register

Monitor and manage

7 – Resource Management

Financial

Human

Physical

Information

8 – Quality Management

2 Aspects

Assurance of project management processes

Control of project outputs

Quality Improvement

9 – Status Reporting

Formalised regular reporting to Sponsor and or Steering Committee

Progress against plan

Review of effectiveness of actions

Review of issues

Review of Risks

Updating and adjusting milestones.

10 – Evaluation

During the project as health check and to identify opportunities for improvement

After the project – to capture learnings

11 – Closure

Formal acceptance of project outputs by the Business Owners

Internal review of project outputs and outcomes/benefits against project business plan

Inter Agency Policy and Projects Unit

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