

Project Initiation and Management Process



Purpose

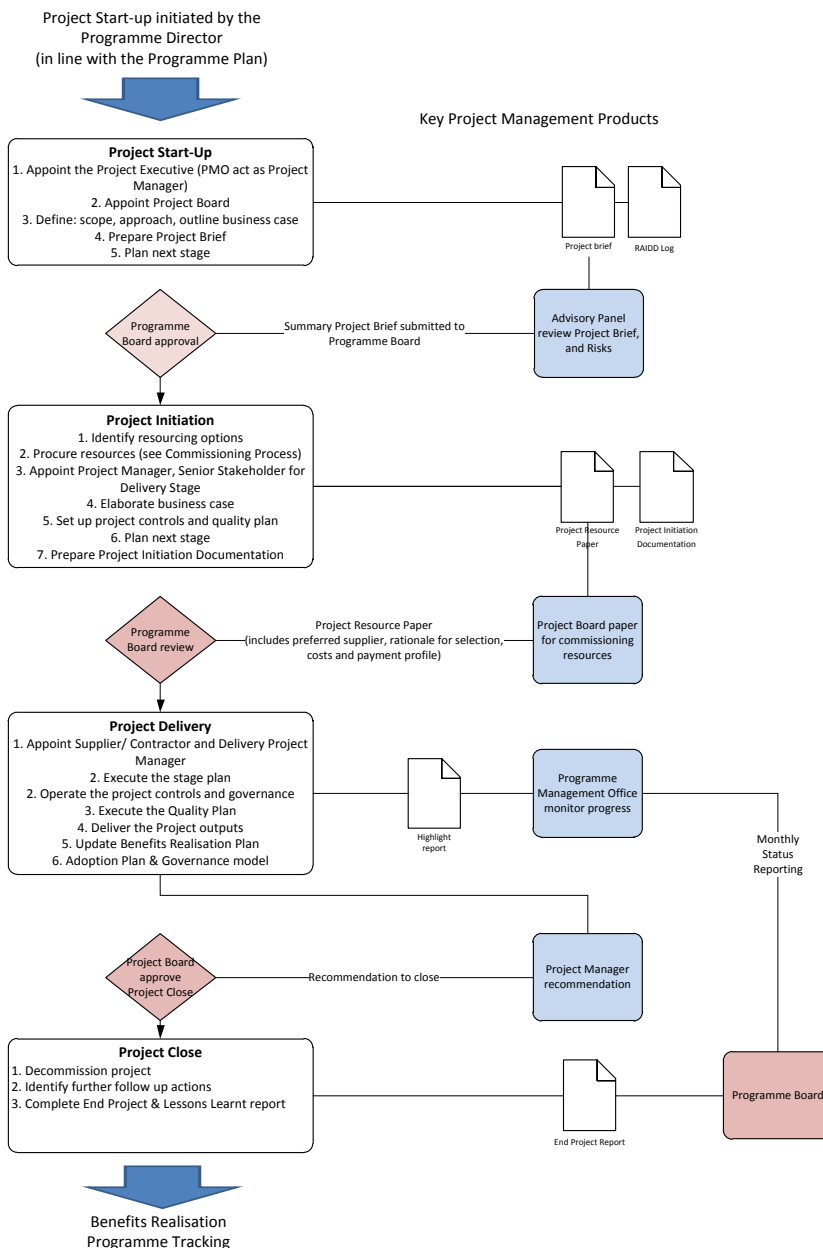
The purpose of this paper is to summarise the process for initiating and managing projects within HEDIIP¹.

Project initiation

Each Project within the Programme will have a Project Board led by a Project Executive who has overall accountability for the project. The Project Executive will be supported on the Project Board by a Senior Stakeholder/s appointed from the HEDIIP Advisory Panel and a Senior Supplier representing those undertaking the project.

HEDIIP will use PRINCE2 as a framework for project management, scaled appropriately to the size of the individual project. The flow diagram below shows how projects will be initiated and controlled through their lifecycle.

Figure 1 Project initiation and management process



Resource commissioning

The resource commissioning process will be determined by the size of the procurement. Procurements above £50k will follow an Open procurement process, an RFP and Work Specification will be drafted and publicised through: the HEDIIP contact network; the HEDIIP web site; and potentially appropriate procurement web sites. Bidders will go through a structured selection process using an evaluation panel and a weighted scoring system. Procurements below £50k will follow a similar process except the PMO will identify a shortlist of contractors who will be invited to bid.

Consultants will be appointed using the HESA consultant selection process.

Project Delivery

The table below shows responsibility for the key project management products, involved in the project initiation and management, in the form of a RACI matrix.

Table 1 Project management RACI

Product	Responsible (the doers)	Accountable (the buck stops here)	Consulted (two-way communication)	Informed (one-way communication)	Final Sign-off
Project Brief	Programme Manager	Project Executive	Project Board Programme Director Advisory Panel		Programme Board
Work package definition	Programme Manager	Project Executive	Project Board Programme Director		
Product Description definition (including quality plan)	Programme Manager	Project Executive	Project Board Programme Director		
RAIDD Log	Project Manager	Project Manager	Project Board Project Team	PMO	
Stage Plan	Project Manager	Project Executive	Project Board	PMO	
Lessons Log	Project Manager	Project Manager	Project Board Project Team	PMO	
Quality Log	Project Manager (set up by Programme Manager)	Project Manager	Project Board Project Team	PMO	
RFP documents	PMO	Project Executive	Project Board Programme Director		
RFP documents issued	PMO	Programme Director		Project Board	
Evaluation Criteria	Programme Manager Programme Director Project Board	Programme Director	PMO		

Product	Responsible (the doers)	Accountable (the buck stops here)	Consulted (two-way communication)	Informed (one-way communication)	Final Sign-off
Evaluation Panel	Programme Manager Programme Director Project Board	Programme Director	PMO		
Project Resource Paper	Project Executive	Programme Director	Project Board Programme Board	PMO	HEFCE & SFC
Project Initiation Documentation	Project Manager Programme Manager	Project Executive	Project Board Programme Director		
Business Case	Project Manager	Project Executive	Programme Board		Programme Board
Highlight Report	Project Manager	Project Manager	Project Board	PMO	
End Stage Confirmation	Project Manager	Project Manager	Project Board	PMO	
End Project Report	Project Manager	Project Manager	Project Board	PMO Programme Board Advisory Panel	

Note: Products above may be combined to improve efficiency

On a bi-weekly basis a Highlight report will be produced by the Project Manager and distributed to the Project Board and the PMO. The PMO will consolidate the project reports into a monthly Programme Status report which will be distributed to the Advisory Panel and Programme Board.

ⁱ HEDIIP - The Higher Education Data & Information Improvement Programme (HEDIIP) is a programme of work funded by the Higher Education Funding Council for England (HEFCE), the Higher Education Funding Council for Wales (HEFCW), the Scottish Funding Council (SFC) and the Department for Employment and Learning (DEL) Northern Ireland. HEDIIP is hosted by the Higher Education Statistics Agency Ltd (HESA) which is a company limited by guarantee, registered in England at 95 Promenade Cheltenham GL50 1HZ. Registered No. 2766993. The members of HESA are Universities UK and GuildHE. Registered Charity No. 1039709. HESA is the contracting party for any contract with HEDIIP.