



SOUTHMINSTER PARISH COUNCIL

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A FRAMEWORK FOR PROJECT MANAGEMENT FOR PROJECTS IN EXCESS OF £10,000

- 1) **PROJECT TITLE:** should be clear and unambiguous.
- 2) **PROJECT OWNER:** specifies who carries overall responsibility for the delivery of the project and, if others are involved in its management, who is responsible for what.
- 3) **OVERALL OBJECTIVE(S) & DELIVERABLES:** Specifies what the project is designed to achieve and what the specific deliverables will be.
- 4) **PROJECT TIMEFRAME & MILESTONES:** specifies the commencement and completion dates, as well as the intermediate milestones – what is to be achieved by when in order to ensure that the project remains on course for successful completion.
- 5) **COSTINGS & DETAILED BUDGET:** A detailed breakdown of approved expenditure, recorded detail of associated quotations and the agreed arrangements for financial monitoring.
- 6) **CONTINGENCY ARRANGEMENTS:** advance problem solving – what may go awry and what correctional actions will be taken if it does.
- 7) **DEPENDENCIES:** Does the successful completion of the project depend in total or in part on the actions of others beyond the direct control of the Project Owner and, if so, what actions are planned to ensure successful delivery.

Reviewed 20/163	21 st September 2020	No revisions.
Reviewed 21/190	15 th November 2021	Revision made
Reviewed 23/087	29 th March 2023	No revisions