

Appendix C – How we will monitor progress (Samples of the Corporate Project Management Reporting Site)

Corporate Project Management

"Providing project expertise, assurance and support to make sure the Council is successfully delivering the right changes in the best way, ensuring what, how, when and why is understood and communicated"

Main Menu

- A. Corporate Project Management
- B. Introduction to Project Management
- C. Project Management Process
- D. Getting Started
- E. Project Approval Process
- F. Project Document Templates
- G. Project Reporting
- H. Roles and Responsibilities
- I. Best Practice - Minimum Requirements
- J. Quality Assurance Process
- K. Glossary
- L. Corporate Projects Dashboard
- M. Contact Us

Links

- Corporate Project Charter
- Corporate Project Request Form

Edit

- Edit this site

A. Corporate Project Management

The purpose of Project Management is to ensure that change is delivered with the greatest chance of success. To achieve this we must all ensure we know what, why, how and when that change is being delivered.

Our [Corporate Project Management Process](#) provides support for project teams and transparency on progress to ensure we have the best possible chance of delivering successfully in challenging circumstances.

All projects undertaken at Brentwood Borough Council must now apply this process.

Getting Started

If you are looking to start a new project please complete the [Project Checklist](#) so you can check you have the information you need and the Corporate Project Office can provide help and guidance on next steps.

Project Dashboard

You can now view all the projects being delivered by the Council via the [Corporate Project Dashboard](#). This is updated monthly.

Brentwood Borough Council
Corporate Projects Dashboard - Example

Corporate Projects Dashboard – Example

Projects by Status - Example Month 2016

Category	In Progress	Staging/Planned	Waiting/On Hold	Closed
Must	3	2	1	4
Should	4	2	1	3

Projects by RAG - Example Month 2016

Category	Green	Amber	Red	Closed
Must	3	2	1	4
Should	4	2	1	3

Projects by RAG - Previous Month

Category	Green	Amber	Red	Closed
Must	3	2	1	4
Should	4	2	1	3

Projects by Priority and Status - Example Month 2016

Priority	Must Have		Should Have		Closed	Total
	In Progress	Planned	In Progress	Planned		
Status	3	2	2	1	3	17

Summary Commentary – Example Month 2016

- Actual vs. planned projects closed
- New projects
- Any other comments

Definitions

Must Have	A project that if successful delivers outputs or benefits that are essential to the Council and the Corporate
Should Have	A project that if successful delivers outputs or benefits that are beneficial to the Council and the Corporate
Other	Others, but not essential and could be delivered by alternative means if necessary.

Brentwood Borough Council Corporate Projects Dashboard - Example										
Must Have										
Ref	Project	Service	Sponsor	Status	Start Date	Planned End Date	Latest End Date	RAG Status	RAG Status Trend	Commentary
001	Project 1	Service 1	Head of Service	In Progress	Jan 2016	Feb 2016	Mar 2016	Red	↓	Delivery - Project delayed by 1 month and forecast to be over budget.
002	Project 2	Service 2	Head of Service	Stopping	Apr 2016	May 2016	May 2016	Green	→	Definition - PID due for completion March 2016.
003	Project 3	Service 3	Head of Service	Planned	Jun 2016	Jul 2016	Jul 2016	Green	→	Delivery - Work scheduled to start June 2016. No issues at this time.
004	Project 4	Service 4	Head of Service	Waiting	Aug 2016	Dec 2016	Dec 2016	Amber	↓	Definition - Project Manager has advised that PID may not be complete July 2016 as planned. Delay could impact scheduling of Delivery Phase.
005	Project 5	All	Head of Service	On Hold	Jan 2016	Apr 2016	Apr 2016	Yellow	↑	Delivery - Project on hold while approach evaluated following significant issues.
Should Have										
Ref	Project	Service	Sponsor	Status	Start Date	Planned End Date	Latest End Date	RAG Status	RAG Status Trend	Commentary
006	Project 6	Service 1	Head of Service	In Progress	Jan 2016	Apr 2016	Apr 2016	Green	↑	Delivery - Progressing as planned. No issues at this time.
Closed										
Ref	Project	Service	Sponsor	Start Date	Planned End Date	Actual End Date	Commentary			
007	Project 7	Service 2	Head of Service	Jan 2016	Feb 2016	Mar 2016	Project closed. Project Closure Report submitted.			
Project Requests Rejected										
Ref	Project	Service	Sponsor	Commentary						
121212	Project 8	Service 3	Head of Service	Project Request rejected as doesn't take account of Corporate priorities and no budget identified to meet expenditure required to deliver.						

Project Highlight Report

This highlight report updates the Project Board about current progress and provides an opportunity to raise concerns, issues and alert the Board to any changes that may affect the project.

Project Name: _____ Project Sponsor: _____
 Project Number: _____ Report Date: _____
 Project Manager: _____

1. Status

Current Status: Red / Amber / Green (circle to appropriate) Status Trend: (circle last report) ↑ → ↓ (circle as appropriate)

Reason for Current Status: _____

2. Progress (in last period)

Achievement: _____
 Achievement: _____
 Scope: _____
 Storage: _____

3. Planned Activity (for next period)

	Planned Date

4. Key Milestones/Deliverables

Planned Date	Latest Date	Comment

5. Escalated Risk & Impact

Risk Issue	Risk Issue	Mitigation & Comment
	High	
	Medium	
	Low	

6. Escalated Issues & Impact

Priority	Action & Comment
	Critical
	High
	Medium
	Low

7. Current Variance

Finance: +/- £ _____
 Quality: _____
 Scope: _____
 Time: +/- Days _____
 Resource: +/- Days _____

8. Decisions for Project Board

To approve this Highlight Report.	Agreed
Other: _____	

Once approved please submit to Corporate Project Office