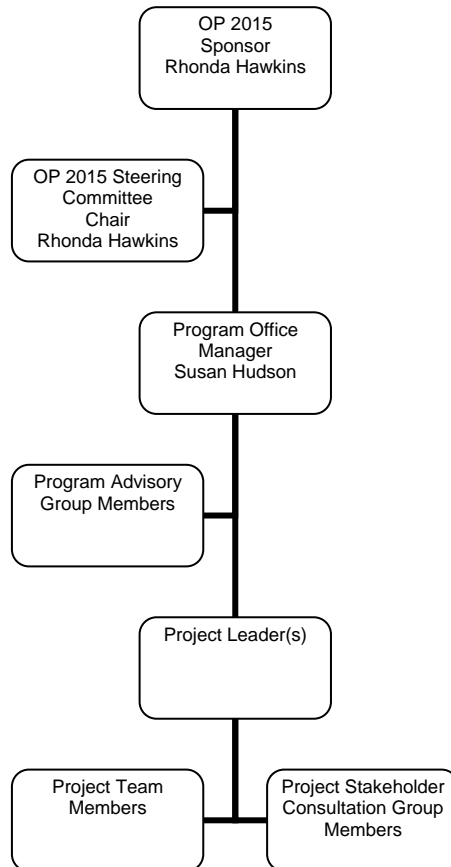


## Program and Project Structural Plan



## Program and Project Charter and Structural Rationale

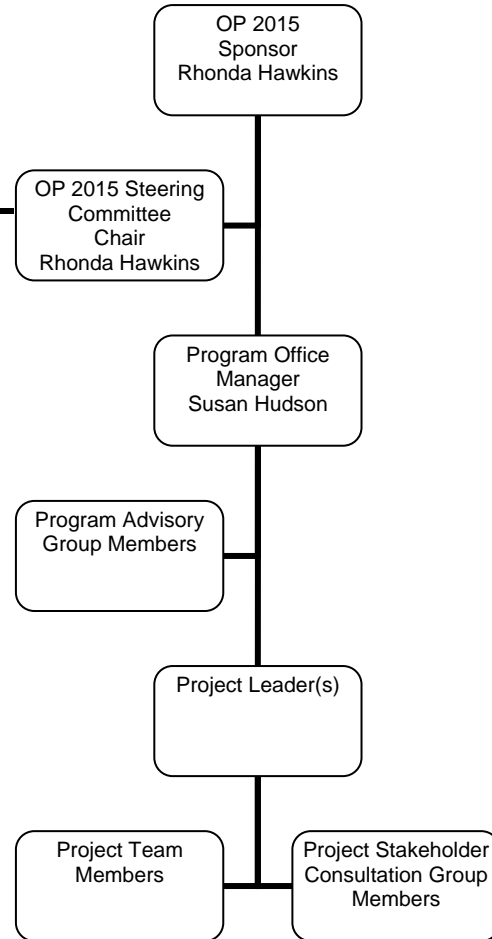
- To assure executive level championship of the Initiative, DVC CS Rhonda Hawkins will also **Sponsor** the initiative in and with the Executive.
- To assure executive level leadership and governance, DVC CS Rhonda Hawkins will **Chair the OP2015 Steering Committee**.
- To ensure appropriate management and co-ordination the Initiative will be managed from a **Program Office under Susan Hudson**. The program Office Manager in consultation with the individual Project Leaders will be responsible for defining the project scope
- To ensure the Program Office and project leaders have access to adequate in-house advice a **Program Advisory Group** of staff with specialist expertise will provide advisory, monitoring and integration functions for the Program Office Manager across all projects.
- To provide for effective focus, management and governance, designated projects will be managed by a **Project Leader** responsible for the specific project management and 'to specification / on-time / within budget' delivery of results and outcomes. Related Project KPI's and KPR's will form part of individual performance plans for Project Leaders.
- To provide for project team resources **Project Team Members** will be identified and appointed to Projects to undertake specific time based tasks to complete the work of the project. Assigned Project KPI's and KPR's will form part of individual's performance plans for Project Members.
- To provide for input, consultation, and feedback a **Project Stakeholder Consultation Group** will be formed for each project. Project Stakeholder Consultation Group members will be identified and appointed from time to time to provide input, undertake consultation, provide feedback and undertake associated specific time based tasks to be performed to assist assessment, planning, deployment and review in support of the Project Team's goals.

### **Project Guiding Principles:**

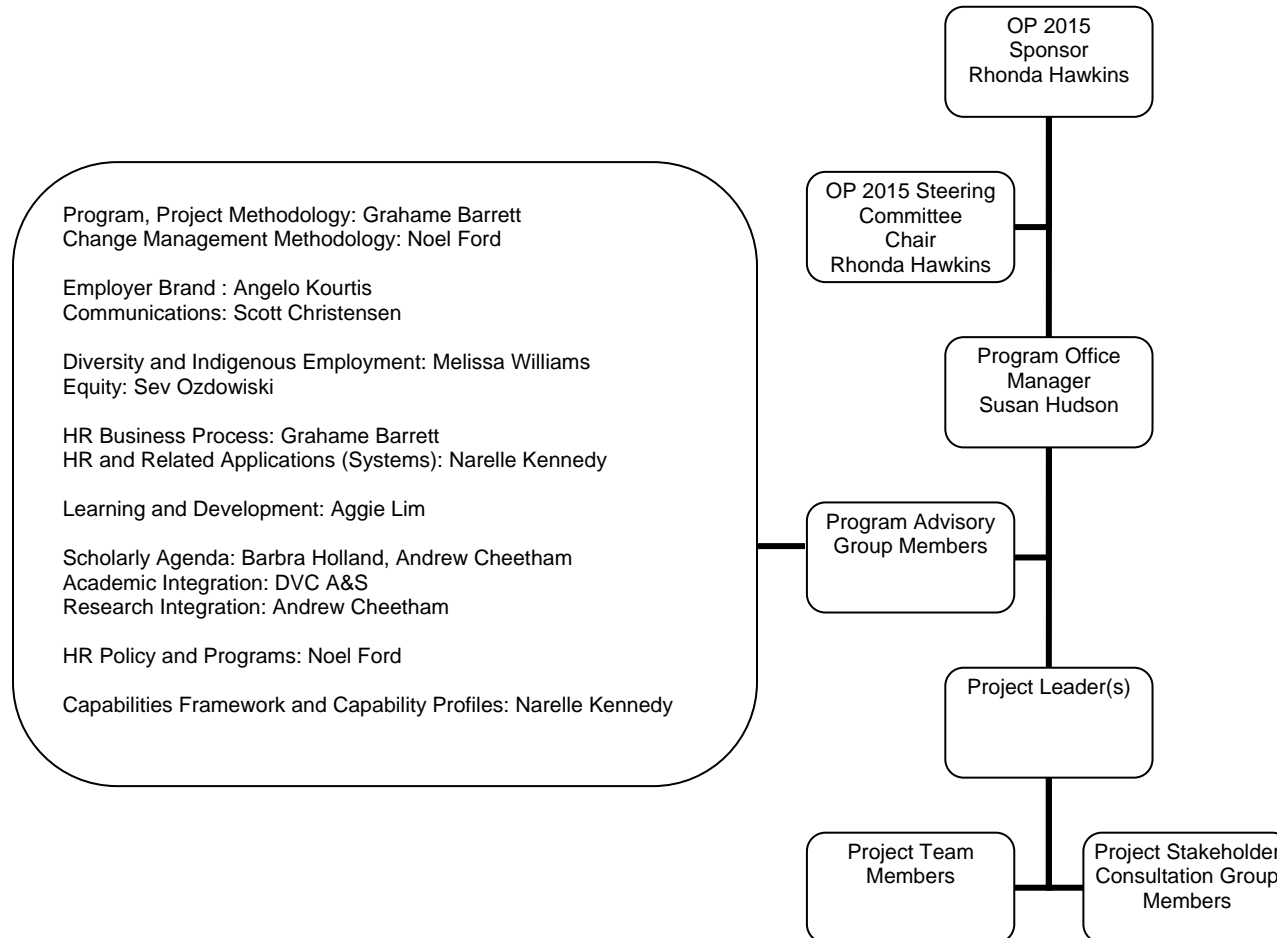
- Stakeholders will be consulted and solutions co-created to meet business needs
- Change management implications for Business Units will be a primary consideration of each Project Leader and will be addressed holistically through Project Leader consultation and meetings
- The overall objective of OP2015 will be to produce a seamless face to Business Units in relation to multiplicity of systems introductions.
- Identity management, (number of log ins required) in relation to new systems implementations will be a major consideration so as to ensure business users will be required to interact with the minimum number of systems and their interfaces
- Benchmarking will be undertaken and good practice examples across the sector/ industry will be used
- This project will address the Indigenous Employment and Engagement needs. At a minimum, this project will implement and dovetail with solutions outlined in the Indigenous Employment and Engagement Project, aligned to the strategies and KPI's contained therein.
- The interrelatedness of all projects will be regularly monitored through project leader consultation
- The Steering Committee will decide on matters that affect the project holistically
- OP2015 finance will be managed through the Special Projects Unit
- UWS finance/HR policy will be followed on all expenditure including engagement of contractors/casual staff and expenditure requiring tender.
- Preparation and facilitation of the tender process will be managed through the Special Projects Unit.

**OP 2015 Initiative Level Structural Perspective**

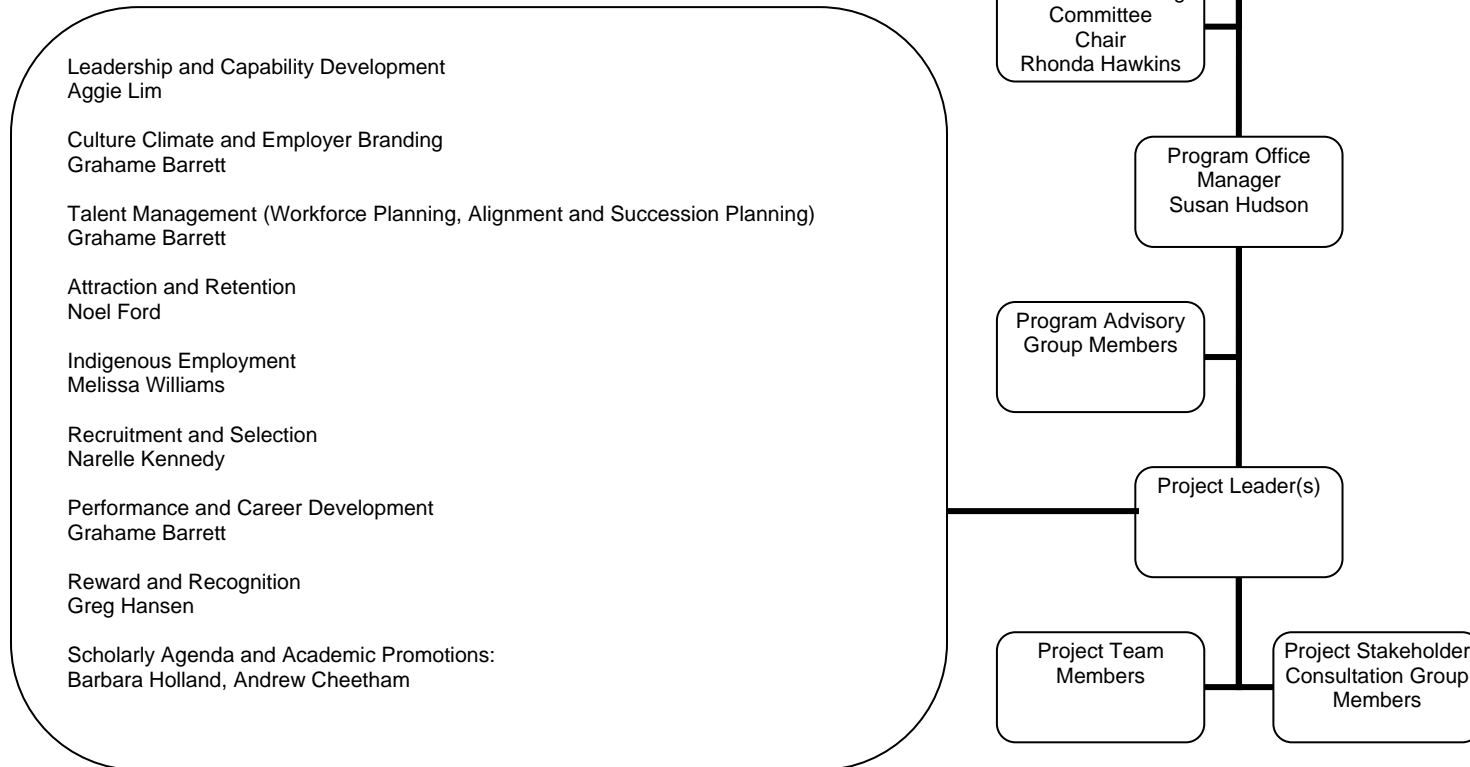
- Susan Hudson, Manager, Special Projects Unit
- Aggie Lim, Director, PDU
- Helen Lyons, Director, HR
- Robyn McGuiggan, Exec Dean, C of B
- Gregory Kolt, HoS, Biomedical and Health Science, C of H and S
- Peter Hutchings, AD(A), C of A
- Barbara Holland, PVC (E)
- Andrew Cheetham, PVC (R)
- Scott Christensen, Internal Communications Manager, Office of Media and Communications



## Program Level Structural Perspective



## Project Level Structural Perspective



**See Individual Project Plans for Project Team and Project Stakeholder Consultation Group Members**