

Frequently Asked Questions (FAQ) – Project Management Framework (PMF)

1. What is the Project Management Framework (PMF)?

The PMF is a structured approach to managing major university projects. It ensures projects are standardized, inclusive, and aligned with strategic objectives.

2. Who is responsible for project governance?

The University Project Governance Group (UPGG) oversees the PMF's implementation and ensures compliance with university financial regulations.

3. What are the key stages in the project lifecycle?

Projects follow six lifecycle stages:

1. **Propose** – Establish the business rationale.
2. **Define** – Set objectives, scope, and deliverables.
3. **Mobilise** – Secure funding and resources.
4. **Plan** – Develop a detailed project plan.
5. **Deliver** – Execute, test, and deploy the project.
6. **Close** – Review performance and document lessons learned.

4. What are the main roles in project management?

Key participants include:

- **Project Sponsor** – Accountable for project success.
- **Project Manager** – Ensures timely delivery within budget.
- **Work-stream Manager** – Oversees specific project components.
- **Supply Stakeholders** – Provide necessary resources.
- **Demand Stakeholders** – Define business needs and use project outputs.

5. How are project changes managed?

Any significant project changes affecting scope, costs, or timelines must be reviewed and approved by the UPGG through a formal change management process.

6. What financial controls are in place?

Project funding must be pre-approved. Budgets are monitored for variances, with overspends requiring UPGG approval if exceeding a 10% threshold.

7. What procurement guidelines apply?

The procurement process includes supplier selection, contract management, and vendor performance reviews to ensure value for money.

8. How is IT support integrated into projects?

Projects requiring IT support should involve IT teams from the proposal stage. An IT project template is required at the mobilisation stage.

9. What happens if a project is canceled or postponed?

- **Cancellations** must be formally approved, with a closure report documenting reasons and lessons learned.
- **Postponements** require justification, including an assessment of risks and timelines.

10. How is project success measured?

Projects are evaluated based on key performance indicators (KPIs), including cost management, schedule adherence, and benefit realization.