UNIVERSITY PROJECT GOVERNANCE GROUP

TERMS OF REFERENCE AND MEMBERSHIP

Reports to University Executive Board (UEB) and relevant Council Committees when required

Purpose of the group

To recommend to UEB via the bi annual Project Board major university projects for delivery. To monitor and report to UEB on the progress of approved strategic major projects.

Terms of Reference

- To make decisions regarding the prioritisation and sequencing of major strategic projects and work-streams, in light of the full university project programme dependencies, and resource requirements, alongside 'business as usual' commitments.
- To report on the collective progress of agreed major strategic projects. quarterly to UEB and an annual return to Council
- To ensure projects approved are aligned with university strategic goals and priorities.
- To ensure key strategic direction is maintained and approve project gateway process from start to finish in line with the University Project Management Framework.
- To approve and recommend the project proposal/brief, budget requirement, business case, project plan ensuring procurement and legal compliance is in place and key workstream leads such as IT are fully engaged and involved as part of the project team
- To be the group to which major strategic projects sponsors report progress and escalate issues unable to be resolved locally
- To provide high-level governance and decision-making authority for the live projects, including approving major changes to timelines, costs, scope, benefits realisation, resource allocation, and risk mitigation strategies
- To approve and monitor the finances related to the project.
- To consider requests from project managers for postponement or cancellation and provide recommendation to UEB

- To track the realisation of benefits expected from project briefs and business cases.
- To receive and approve the project closure report
- To share good practice and lessons learnt from post project evaluation to UEB from live and completed projects to support success in others and improve capacity for future ones

Meeting frequency

The Project Board will meet in October and March to consider major project proposals and determine the prioritisation.

For project governance oversight the group will meet monthly

Membership

Chief Operating Officer (Chair)

DVC

Director of Finance

Chief Information Officer

Director of Professional Learning Initiatives

Student Representative

Director of Estates

Legal Services representative

University Executive Manager

Staff member with significant project management experience.

If any member is the sponsor of a project, they will declare this at the meeting for the Chair to determine their input.