

PM Induction Quick Reference Guide

Quick Links

Title/Link	Description
Project Governance and Management Framework (PGMF)	Overview of Project Governance at UQ
Project Governance Office Website	PGO Website
PGO Forms and Templates	Full suite of PGO forms and templates

Support

Project Governance Office	
Email (preferred)	Phone
pgo@uq.edu.au	07 336 51334
Finance Professional Services	
<p>To support project budget management, Project Managers are requested to obtain access to Business Objects Reportal, which allows for reports to be run against their allocated project code/s.</p> <p>Access to Business Objects can be requested via the Reportal website and requires approval from your supervisor/faculty section head.</p> <p>For access, the following steps must be undertaken:</p> <ol style="list-style-type: none"> If the relevant staff member has not previously requested access to finance universes (Finance UniFi Ledger, Finance UniFi Transactions and Finance UniFi Projects), application must be via the Online Application Form with the following criteria: <ol style="list-style-type: none"> Universe Access: select 'above mentioned universes'; Universe Access – Optional Access: click on the box so it becomes green; and Finance Access: select 'Project access only'. Send an email to the Central Finance Advisory team advising of their project access requirements. 	
Point of Contact	Role
central-finance-advisory@uq.edu.au	Senior Management Accountant, Finance Professional Services
Enterprise Procurement	
<p>Procurement is the comprehensive function that includes the end-to-end activities and processes to acquire goods and services. It involves:</p> <ul style="list-style-type: none"> Planning: identifying the need, the market and the risks to determine the most effective procurement method Sourcing: engaging with suppliers to obtain quotes, evaluate their offers, negotiate and take delivery of goods or services Managing: monitoring supplier's performance, ensuring goods or services are being delivered, reviewing contracts, disposal. 	
Point of Contact	Role
procurement@uq.edu.au	Enterprise Procurement
Legal Services	
<p>Legal Services provides legal advice and services to the executive, administration and academic areas of the University.</p> <p>All requests for services are to be made through the Legal Services online request form and require the appropriate organisational authorisation.</p>	

Please note that due to legal professional privilege, in-house counsel is only permitted to provide advice directly to UQ employees. Contractors and Consultants should direct all legal requests through the appropriate local area management.

Point of Contact	Role
legalservices@uq.edu.au	UQ Legal Services

Recommended Training

Topic	Links
How to raise a requisition	Training and support for UniFi How do I raise a requisition in UniFi?
UQ Reportal Training	UQ Reportal Training

GUIDELINES – PROJECT PERFORMANCE MONITORING CRITERIA AND TOLERANCES

PROJECT PERFORMANCE ASPECT	OBJECTIVE / CRITERIA	STEERING COMMITTEE / GOVERNING BODY APPROVED VARIATION THRESHOLDS		
		ACCEPTABLE	OF CONCERN	UNACCEPTABLE
Scope	Deliver all planned and approved outputs and outcomes.	<ul style="list-style-type: none"> Scope delivered as per approved Business Case, with some minor changes. 	<ul style="list-style-type: none"> Material (but not major) reduction in scope of some deliverables. 	<ul style="list-style-type: none"> Major reduction in scope of most or all deliverables.
Schedule	Meet all Milestone and Overall delivery dates.	<ul style="list-style-type: none"> Minor slippages of some approved Milestone dates but Overall delivery date will be met. 	<ul style="list-style-type: none"> Material slippages of some approved Milestone dates with an increased risk of Overall delivery date not being met. 	<ul style="list-style-type: none"> Major slippages of most approved Milestone dates. Major slippage of Overall delivery date.
Budget	Deliver the project within approved budget including contingency (as itemised in business case).	<ul style="list-style-type: none"> Budget exceeded by < 5% 	<ul style="list-style-type: none"> Budget exceeded by 5% - 10% 	<ul style="list-style-type: none"> Budget exceeded by > 10%
Risk Profile	All risks assessed and effectively managed.	<ul style="list-style-type: none"> All risks at Low MRLs No breach of UQ Risk Appetite Statement 	<ul style="list-style-type: none"> A few risks at Moderate to High MRLs, but No breach of UQ RAS 	<ul style="list-style-type: none"> Some risks at Extreme MRL, or Actual or likely breach of UQ RAS
Issues	Minimal number of low level Open Issues.	<ul style="list-style-type: none"> A few low level issues. All issues actively managed 	<ul style="list-style-type: none"> Few issues with moderate level consequences Some challenges in managing some of these issues 	<ul style="list-style-type: none"> A number of issues with high or extreme level consequences Major challenges in managing some of these issues
Quality	Meet all applicable and agreed quality standards and specifications – both internal and external.	<ul style="list-style-type: none"> Material compliance with applicable /agreed quality criteria /standards. 	<ul style="list-style-type: none"> Material compliance with all external quality standards and criteria (including any arising from laws/regulations) Material non-compliance with internal criteria 	<ul style="list-style-type: none"> Material non-compliance with external quality standards and criteria (including any arising from laws/regulations) Major non-compliance with internal criteria/standards
Resources	Appropriate resources are available when needed.	<ul style="list-style-type: none"> No gaps in resourcing with all roles, responsibilities and capabilities sufficiently met. 	<ul style="list-style-type: none"> Material delays in meeting some resourcing needs. Some capability issues with a few key roles. 	<ul style="list-style-type: none"> Major delays in meeting resourcing needs. Significant capability or capacity issues with most key roles
Stakeholder Engagement & Communication	Constructive engagement with stakeholders towards meeting their expectations.	<ul style="list-style-type: none"> Key stakeholders are engaged, informed and participating positively. 	<ul style="list-style-type: none"> There is some engagement with key stakeholders but participation is limited. Lack of visibility of project to key stakeholders and UQ community. 	<ul style="list-style-type: none"> Key stakeholders are not engaged. Little to no visibility of project provided to key stakeholders and UQ community. Communication activities unsatisfactory.
Change Management	Effective management of all changes associated with project	<ul style="list-style-type: none"> Minimal or no resistance to change or unhealthy stress on people, processes, facilities or systems. 	<ul style="list-style-type: none"> Some (but not major) resistance to change and stress on people, processes, facilities or systems. 	<ul style="list-style-type: none"> No change impact assessment conducted. Significant resistance to change with high stress levels being experienced.
Benefits Realisation	Realise all planned benefits within agreed timeframes.	<ul style="list-style-type: none"> All benefits are profiled and are expected to be fully realised within planned timeframe. 	<ul style="list-style-type: none"> Material reduction in a few planned benefits. Also some benefits at risk of not being realised. 	<ul style="list-style-type: none"> High risk of most planned benefits not being realised.
RECOMMENDED ACTION Consider the importance of each performance aspect to the project, and the level of variation for each aspect to determine Overall Status.		Proceed and monitor as per plan	Assess reason/s for negative variations, implement appropriate corrective actions and actively monitor.	Stop and thoroughly investigate the cause/s and consequences of variations. Implement appropriate corrective actions with ongoing and active monitoring and reviews.