Project Governance News

March 2022

[Distributed to: UQ Project & Program Managers, UQ Project Management Community]
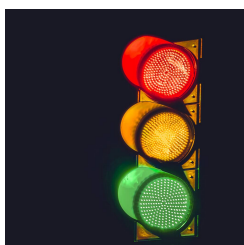
Welcome to our first PGO newsletter for 2022!

Wow, what a start to 2022! It's pretty safe to say that despite our best wishes for some 'precedented' times, the first few months of the year have brought anything but! We extend our thoughts to those in our community affected by the recent floods and trust you are well supported in your recovery.

This edition includes information about new Change Management course available in Workday, as well as details for our first Project Management Community of Practice for 2022 at the end of the month. Please invite along anyone you think may be interested, we're always eager to welcome new members.

If you have anything you'd like included in future newsletters, including good news stories you think our community should be celebrating, please contact the PGO with your submissions.

February Status Update

Actuals for February have now been finalised. The next status update is due by COB Monday 14 March 2022.

To support COO project portfolio reporting requirements, the PGO requires the below to be completed at a minimum on a monthly basis:

- Verification of finances
- Status Update
- Schedule Update

Please note that while the PGO takes a monthly snapshot to support our monthly reporting requirement, you must ensure your record is an accurate reflection of project performance at all times and in line with your steering committee reporting. Additionally, you should ensure all your project information fields are complete and correct. Content should be key messages, evidence based and

succinct.

Visit the PGO's ProTRAC page to access the Status Update Quick Reference Guide, along with a suite of other guides/resources that may be of use to you. Additionally, a Monthly Reporting Requirements Checklist is available to assist Project Managers with their updates.

Open ProTRAC >>

PGO Update

ProTRAC Financial Module

Thank you to all who attended our virtual demonstrations at the end of 2022, we sincerely appreciate your input and feedback. The Project Governance Office is currently in the process of finalising training materials and transition activities in preparation for go-live, scheduled for the end of the month.

Further communications regarding the rollout of the module (including training and support materials) will be distributed in the coming weeks.

SPO Update

New training course: An introduction to Change Management

The Strategic Program Office (SPO) have recently launched a new training module suitable for those with an interest in change management, for staff who may be going through the change process or have change occurring within their business areas. It explores how to support and lead others through change, looking into the psychology behind changing behaviour in organisations, why people resist change and the steps that help them move towards successful change.

The training course offers awareness of what change management is, the distinct aspects of change management, the importance and role of change management at UQ, and how it is delivered by the SPO through using a structured approach to designing and managing the change interventions.

The course is available via Workday Learning accessible for UQ staff (including contractors, visiting academics, research students, volunteers).

Community Engagement

Project Management Community of Practice

Our first PM CoP for 2022 is scheduled for this month, see details below -

Where: Room 329, Steele Building or Zoom

When: Thursday 31 March, 1pm

This will be a hybrid event - attend in person or via Zoom. Please email pgocomms@uq.edu.au if you'd like to attend.

We are always on the lookout for eager volunteers to present and share their learnings. Also, if there is a particular topic of interest you'd be keen to learn more about, please send us your suggestions!

Please contact the Project Governance Office to register your interest.

Find out more >>

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