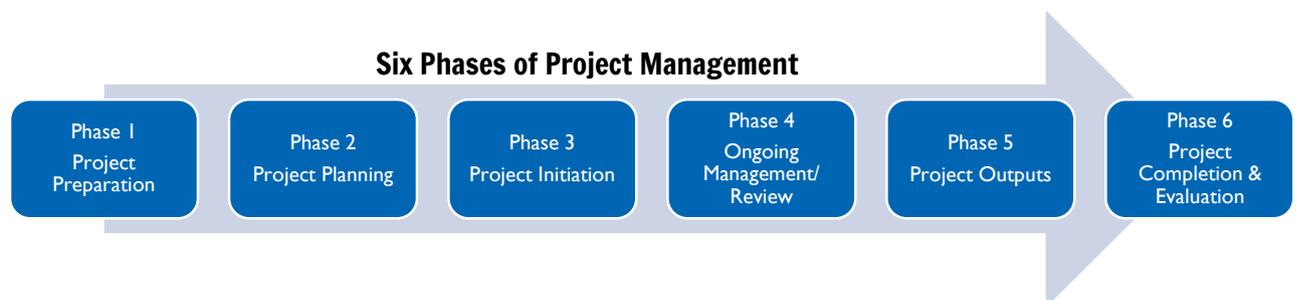


British Rowing Project Management Guidelines

Six typical phases of project management are illustrated and summarised below, along with recommended actions and considerations in each of these phases.



PHASES	ACTIONS	NOTES	LEAD
Phase 1: Project Preparation	Background research: <ul style="list-style-type: none"> Undertake initial background research/ scoping work and cost planning Consider potential obstacles/ challenges/ key considerations Consider anticipated outputs and how they will be used Ensure CEO/ Leadership Team/ Board level buy-in (as appropriate) 	<ul style="list-style-type: none"> Time spent on preparation at this stage is critical to long term project success Review similar previous projects/ lessons learnt 	PD
	GO/ NO GO DECISION – having completed the initial research, decide on whether to proceed with the project. Does it fit with strategic objectives, what's the business benefit and cost of going ahead etc. Is it worth it?		PD
Phase 2: Project Planning	1. Project Team/ Resource planning: <ul style="list-style-type: none"> Identify Project Director (overall responsibility), Project Manager (day-today lead and Initiation Document owner) and Project Team inc additional advisors – internal and external Confirm availability within timeline with all relevant Line Managers. 	<ul style="list-style-type: none"> Ensure expected team input/ commitment is reflective of the project's importance/ anticipated outputs Consider team members that are critical to the project versus nice to have and allocate roles to reflect this 	PD+PM
	2. Draft Outline Project Initiation Document: <ul style="list-style-type: none"> Project introduction – background, rationale, objectives, drivers, business case, scope & deliverables Project team (as above) Cost planning Project risks and issues Project management and controls (feedback, communication, reporting, quality checking, file sharing etc) Project approach – process model, project stages summary, detailed project plan Supporting project specific information (where appropriate). 	<ul style="list-style-type: none"> This is a critical ongoing reference document for the project team It should include sufficient information to provide an introduction to the project, its management and methodology and support effective project planning/ management To be updated on a regular basis by the document owner Use Project Initiation Document Template. 	PM

