



POLICY NUMBER 03

PROJECT MANAGEMENT POLICY

1.0 INTRODUCTION

Mid West Ports Authority (MWPA) is committed to only undertake projects where a clear need has been identified and quantified by MWPA in liaison with stakeholders. MWPA Project Management will be undertaken in alignment with AS/ISO 21500 Guidance on project management.

The objective of this policy is to ensure that all in-scope projects are managed in accordance with a consistent and appropriate methodology throughout the duration of the project, ensuring sponsors' expectations are met through a successful delivery against time, cost and quality parameters.

2.0 POLICY

In order to ensure the appropriate outcomes are met with regard to the delivery of projects, MWPA will manage all projects in accordance with MWPA's Project Management Framework, incorporating best practice from both the Project Management Book of Knowledge (PMBOK) and the Projects In Controlled Environments (Prince2) process models.

The project stages and project lifecycle are based on the PMBOK with the principles, themes, processes of the PMF based on the Prince2 methodology. To ensure consistency, the project monitoring and control processes are embedded in CAMMS PROJECT. The PMF will provide guidance on:

- Project Integration Management.
- Project Scope Management.
- Project Time Management.
- Project Cost Management.
- Project Quality Management.
- Project Governance.
- Project Communications and Stakeholder Management.
- Project Risk and Contingency Management.
- Project Procurement Management.
- Project Change Control

A principle of MWPA's Project Management Framework will be continuous improvement. Projects will undergo review at completion and a 'lessons learnt' reporting requirement will exist.

MWPA will use the latest proven technology appropriate for the project application, in accordance with industry best practice standards.

MWPA may research, trial and/or develop new technologies where current technologies do not meet required standards.

3.0 ASSOCIATED DOCUMENTS

This policy should be read in conjunction with:

Policy 05 - Records Management

Policy 07 - Environmental

Policy 08 - Risk Management

Uncontrolled when printed or in hard copy

Policy 10 - Occupational Health and Safety
QMS-PRO-006 - Risk Management Procedure
QMS-PRO-007 - Project Delivery Procedure
QMS-PLN-003 - Risk Management Framework
TBC – Change Management Procedure

4.0 REFERENCES

MWPA is a Government Trading Enterprise and a Port Authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures.

AS/ISO 21500 Guidance on Project Management

5.0 POLICY APPLICATION

This policy applies to all MWPA employees and contractors.

6.0 IMPLEMENTATION

This Policy overrides any previous policy, procedure or agreement either written, or verbal relating to matters contained within.



Mr. Noel Hart
Chair

Date Approved: 05 August 2020

Board Meeting Resolution Number: 20/064/002



Dr Rochelle Macdonald
Chief Executive Officer

Uncontrolled when printed or in hard copy