Project Management Framework (Factsheet)

Sport and Recreation Victoria | Community Infrastructure Programs

# What is a Project Management Framework?

A Project Management Framework (PMF) is a detailed breakdown of all the required tasks that need to be undertaken as part of a project, as well as a timeline for each task and who is responsible for its implementation.

# Why is a Project Management Framework important?

A PMF is used to assist in tracking, evaluating and communicating the progress of a project. It is important for the Project Manager to know at what stage the project is at any given time. A PMF is useful to assist in keeping the project on track and determining how long it will take to complete the project.

## How do I create a Project Management Framework?

The following steps accompany the template PMF provided by Sport and Recreation Victoria (SRV). This is a guide only and you may use/modify the template or use your own.

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# Who do I contact for further clarification?

For further information on the PMF please contact your SRV representative.

# Infrastructure Projects: Task examples for inclusion

The table on the following page contains example inclusions for a PMF. This table and its contents is not an exhaustive list and should be used as a guide only. Council is encouraged to include any additional steps relevant to their project. Some steps in this list may not be relevant to your project

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| Task Examples for Inclusion |
| Form Project Steering Group | Issue planning permit | Appoint contractor |
| Recruit project manager | Issue building permit | Works commence on-site |
| Engage stakeholders | Design & consultants brief | Site preparation |
| Consult industry bodies | Project board review approval brief | Construction by contractor |
| Appoint design consultants | Report to council | Works completed on-site |
| Prepare concept design drawings | SRV outcome advised | Inspect & Issue practical completion certificate |
| Obtain cost plan A | Approve concept design & project cost estimates | Occupancy permit |
| Signoff from stakeholders | Activity Schedule signed | Inspect & issue final completion certificate |
| Prepare planning permit application documents | Prepare drawing specification | Acknowledgement plaque |
| Submit planning permit application documents | Advertise tenders | Official opening |
| Advertise planning permit application | Receive & evaluate tenders | Final claim with supporting documents to SRV |
| Prepare & submit building permit application | Prepare tender contract documents |  |

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| Planning Projects: Task examples for inclusion  |
| Project brief finalised | Community engagement and consultation | Draft plan released for public review |
| Literature review | Draft plan developed | Plan endorsed/adopted by Council |