**What is a Project Management Framework?**

### A *Project Management Framework* 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 *Project Management Framework* 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 *Project Management Framework* 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 *Project Management Framework* provided by Sport and Recreation Victoria. This is a guide only and you are free to use/modify the template or use your own.

**Project Variations:** If there is a need to vary any aspect of the project, please discuss these changes with Sport and Recreation Victoria as early as possible.

### Who do I contact for further clarification?

For further information on the *Project Management Framework* please contact your Sport and Recreation Victoria representative.

### Infrastructure Projects: Task examples for inclusion

The table on the following page contains example inclusions for a Project Management Framework. 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.

**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 |  |

**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 |

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**Project Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title** |  | | |
| **Council name** |  | **PMF version date** |  |

**Project Manager Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Address** |  |
| **Position** |  | **Phone number** |  |
| **Organisation** |  | **Email** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project task** | **Start date** | **End date** | **Task responsibility** | **Responsible organisation** | **Task Complete (Y/N)** |
| **Eg:** Design & consultants brief | 12/06/2012 | 12/07/2012 | John Citizen | Example City Council | N |
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**Note:** All minutes and agendas of project meetings should be forwarded to your SRV representative. Please add tasks as appropriate.

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| **Summation of project issues and challenges** |
| (Note variation in proposed and actual timeframes) |