**(INSERT PROJECT NAME) – PROJECT MANAGEMENT FRAMEWORK**

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| --- | --- | --- | --- |
| **Council/Organisation Name:** |  | **PMF version date:** |  |

**Project Manager Details:**

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

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| --- | --- | --- | --- | --- | --- |
| **Project task**  (Examples can be found on following page) | **Start date** | **End date** | **Task responsibility** | **Responsible organisation** | **Task Completed (Y/N)** |
| **E.g.** Design & consultants brief | 12/06/2012 | 12/07/2012 | Frank Murray | Manningham City Council | N |
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**Note:** All minutes and agendas of project meetings should be forwarded to your DPCD/SRV representative.

Please add tasks as appropriate.

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

The following table 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.

**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 Project Task Examples for Inclusion:**

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| --- | --- | --- |
| Project brief finalised | Community engagement and consultation | Draft plan released for public review |
| Literature review | Draft plan developed | Plan endorsed/adopted by Council |