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| Project/Tranche/Programme name |  | | |
| Date: |  | | |
| Author: |  | | |
| Document reference: |  | Version: |  |

## Revision History

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| Date | Summary of changes | Version |
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**Approvals**

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| Name | Version | Date | Approval context | Signature |
|  |  |  | *This document, along with other management plans should be approved in the definition process.* | *The signature of the person giving approval, usually the sponsor. If approval is not being given by the sponsor, the approval context should explain why.* |
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**Distribution**

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## Policy

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| Introduction | The type of organisation required by a project, programme or portfolio is highly sensitive to the context and scope of the work.  A P3 organisation may be wholly internal to the host organisation or may include partner organisations; it may include main contractors and sub-contractors; it could be physically co-located or virtual. All these factors will be explained in the introduction. |
| Roles and responsibilities | This section is not about roles and responsibilities of people within the P3 organisation. It describes who is responsible for designing, recruiting and demobilising the P3 organisation itself. |
| Information management | For any organisation to function effectively, each individual within the organisation must understand how they fit in and how they should interact with others. This section will describe how these factors will be documented and communicated to all involved. |
| Assurance | The criteria for successful organisation management that will be used in any assurance reviews will be described here.  Assurance of organisation management function will review how the policies and procedures are initiated and operated. |
| Budget | The cost of the management team is often absorbed as a corporate cost or, in a contract environment, as an on-cost of the activities that make up the delivery work.  In some cases the cost of managing a project, programme or portfolio will be budgeted and controlled separately. This may be because a mature organisation measures the performance of its P3 management function, or it may be that a form of contract is used that pays for management activity and delivery activity in different ways. |
| Interfaces | There will be interfaces between the organisation management plan and other management plans but in this case interfaces could also cover relationships between different departments, companies or individuals working within the overall organisation. |

## Procedure

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| Design | This section will set out how the management team should be designed in response to its context |
| Identify | Ideally, all members of a management team are based on their suitability for the specific project, programme or portfolio, including their competence in the relevant functions and experience of the context. However, simple availability is often a more influential factor.  This section should describe how individuals should be recruited and appointed given the context of the work. |
| Maintain | The organisation is neither constant nor permanent. This section should set out how the management team should be adjusted throughout the life cycle and describe the mechanisms for introducing new team members and redeploying those who are no longer required. |