

Project Steering Committee and Governance Program

Fast facts

Program audience

- ◆ Steering Committee members
- ◆ Executive level management
- ◆ General and middle level management with project governance responsibilities
- ◆ Project owners and sponsors
- ◆ Project and Program Managers wanting to understand steering committees and governance

Award granted

Certificate of Attendance

College locations offered

- ◆ Melbourne
- ◆ Sydney
- ◆ Brisbane
- ◆ Canberra
- ◆ Nationally on request

Duration

1/2 day

Delivery / study modes

Face-to-face facilitation. (Classroom delivery, with discussion, activities and case studies.)

Recommended entrance requirements

- ◆ Project or program experience or
- ◆ Experience as a line manager or
- ◆ Exposure to project environments.

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Building Excellence in Executive Project Leadership and Governance

Australian College of Project Management's Steering Committee and Governance program is designed to equip participants with best practice steering committee skills and knowledge.

As well as developing project management knowledge, the workshop aims to give participants practical and easy to use skills and techniques that can be taken and used immediately in current project steering committees.

Overview

This program aims to:

- ◆ Clarify the roles and responsibilities of the project Steering Committee
- ◆ Describe how an executive and/or sponsor can provide direction and support to projects
- ◆ Consider the value of an agreed Steering Committee terms of reference
- ◆ Clarify the impact between business as usual and project culture in delivering business strategy and change
- ◆ Identify the elements that are essential for project success and, ultimately, business success.

Professional outcomes and opportunities

Participants who have successfully completed this program will be better equipped to take on roles as:

- ◆ Steering Committee members
- ◆ Project owners
- ◆ Project sponsors
- ◆ Program and Project Managers working with Steering Committees
- ◆ Project or Program Office Managers establishing governance structures and guidelines for the project environment
- ◆ Portfolio managers



Australian College of Project Management is the education division of Planpower – a project management company.

Together we form the project management services and education arm of UXC - a \$300m Australian owned ASX top 300 company. UXC is one of the fastest growing most profitable companies in the IT sector.

For further information about Planpower, please visit our corporate site :

www.planpower.com.au

Program outline

The 1/2 day workshop structure is outlined below:

- ◆ Introduction and objectives
- ◆ Strategic alignment
 - ◆ Organisational project placement
- ◆ Project culture and lessons learned
 - ◆ Project characteristics and definitions
 - ◆ Project lifecycle and activities
 - ◆ Projects Vs business as usual
 - ◆ Project challenges and successes
 - ◆ Lessons learned – case studies, recommendations and insights
- ◆ The role of the steering committee in project success
- ◆ The functions of the steering committee in project success
 - ◆ Governance – definition and project context
 - ◆ Project organisation and governance structures
 - ◆ Project roles and responsibilities
 - ◆ Stakeholder engagement and cohesion
 - ◆ Scope and scope change control
 - ◆ Quality assurance and control
 - ◆ Project risk and issue management
 - ◆ Guidance and support to the project team
 - ◆ Supporting organisational change management
 - ◆ Project outcomes and benefits management
- ◆ At the meeting
 - ◆ Membership
 - ◆ Meeting protocols
 - ◆ Governance questions throughout the phases
- ◆ Organisational maturity
- ◆ Tools and templates
- ◆ Program closure
 - ◆ Actions and next steps
 - ◆ Feedback
 - ◆ Consolidate learning's

Prerequisites for entrance

The suggested minimum entrance requirements are:

- ◆ Significant project or program experience, or
- ◆ Substantial experience as a line manager and
- ◆ Exposure to project environments, particularly project governance responsibilities

Program requirements

Attendance and participation in program discussion and activity.

To enrol in an upcoming program, please contact the ACPM Customer Service team on 1300 138 225.