

# APPENDIX 4

## Terms of Reference for NOUS Review<sup>1</sup>

### Work Specification for the services:

The service provider will assess current project management processes for the grants selection process and provide expertise to establish an in-house project management capability that includes:

- confirmation / activation of programme governance arrangements
- overall programme planning and design
- clear accountability for who is delivering activities
- development of mechanisms for the identification and mitigation of risks and issues
- milestone tracking and reporting arrangements
- timelines and schedules, incorporating critical path activities and dates
- escalation processes and other project management processes that will ensure effective and timely delivery of your outcomes.

#### **Phase 1 – Program set up / Receipt of applications**

Deliverables:

- Establish program governance
- Shape program design by:
  - Confirming existing work
  - Identifying projects of work/activity
  - Develop project plan and critical path
  - Identify interdependencies
- Confirm accountability requirements
- Establish risk register, conduct high level risk assessment and mitigation strategies
- Confirm escalation processes

#### **Phase 2 – Assessment of applications**

Deliverables:

- Convene program review meeting
- Assess Phase 1 progress
- Review project plan
- Recalibrate project activities and timing (as required)
- Review project risks

#### **Phase 3 – Finalise agreements**

Deliverables:

- Convene program review meeting
- Assess Phase 2 progress
- Review project plan
- Recalibrate project activities and timing (as required)
- Review project risks
- Further analysis on the finalisation of funding rounds and detailed consideration on Programme Office operating model

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1 Department of Social Services, answer to question on notice, 21 April 2015 (received 7 May 2015)