
PROJECT MANAGEMENT POLICY AND PROCEDURES

Purpose

The purpose of this Project Management Policy and Procedure is to establish a framework for managing projects effectively within Trendie. This policy outlines the principles, roles, and procedures that guide the planning, execution, monitoring, and closure of projects, ensuring they are completed on time, within scope, and within budget. The aim is to promote consistency, efficiency, and high-quality outcomes in all project undertakings.

Scope

This policy applies to all projects initiated by Trendie, regardless of size, complexity, or duration. It encompasses all departments and staff involved in project work, including project managers, team members, stakeholders, and external contractors. The policy covers the entire project lifecycle, from initiation to closure.

Project Management Principles

- **Clear Objectives:**

Every project must have clearly defined objectives that align with the organisation's strategic goals. Objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).

- **Defined Scope:**

Projects must have a well-defined scope that outlines the deliverables, tasks, and boundaries. Scope changes should be managed through a formal change control process.

- **Effective Planning:**

Comprehensive planning is essential for project success. This includes developing a detailed project plan, setting timelines, allocating resources, and identifying risks.



- **Resource Management:**

Efficient utilisation of resources, including human, financial, and material resources, is crucial. Resources should be allocated based on project requirements and availability.

- **Risk Management:**

Potential risks must be identified, assessed, and managed throughout the project lifecycle. Contingency plans should be developed to mitigate identified risks.

- **Communication:**

Effective communication is vital for project success. Regular updates, meetings, and reports should be conducted to keep all stakeholders informed.

- **Quality Assurance:**

Quality standards should be established at the beginning of the project. Regular quality checks and reviews should be performed to ensure deliverables meet the required standards.

- **Stakeholder Engagement:**

Involvement and engagement of stakeholders are key to project success. Their input and feedback should be sought at various stages of the project.

- **Monitoring and Control:**

Continuous monitoring and control of project progress are essential. This includes tracking performance against the project plan and taking corrective actions when necessary.

- **Project Closure:**

Formal project closure is necessary to ensure all aspects of the project are completed, deliverables are accepted, and lessons learned are documented.



Roles and Responsibilities

- **Project Sponsor:**

The Project Sponsor is accountable for the overall success of the project. They provide strategic direction, secure funding, and approve major deliverables and changes.

- **Project Manager:**

The Project Manager is responsible for planning, executing, and closing the project. They manage the project team, resources, schedule, and budget, ensuring the project meets its objectives.

- **Project Team Members:**

Team members are responsible for completing assigned tasks and contributing to the project's objectives. They report progress and issues to the Project Manager.

- **Stakeholders:**

Stakeholders include anyone impacted by the project or its outcome. They provide input, feedback, and support throughout the project lifecycle.

- **Project Management Office (PMO):**

The PMO provides support, governance, and oversight for projects. It develops and maintains project management standards, processes, and tools.

Procedures

- **Project Initiation:**

- Develop a Project Charter that outlines the project's objectives, scope, stakeholders, and high-level requirements.
- Identify and appoint the Project Sponsor and Project Manager.
- Conduct a feasibility study to assess the project's viability.
- Obtain formal approval from the Project Sponsor to proceed.



- **Project Planning:**

- Develop a detailed Project Plan, including scope, schedule, cost, resources, and risk management plans.
- Define project deliverables and acceptance criteria.
- Identify and document risks, assumptions, and constraints.
- Develop a Communication Plan to outline how information will be shared with stakeholders.
- Obtain approval of the Project Plan from the Project Sponsor and key stakeholders.

- **Project Execution:**

- Mobilise the project team and allocate tasks.
- Execute project activities as per the Project Plan.
- Monitor and manage project risks, issues, and changes.
- Conduct regular team meetings and progress reviews.
- Communicate project status to stakeholders as per the Communication Plan.

- **Monitoring and Control:**

- Track project progress against the schedule, budget, and scope.
- Use performance metrics and key performance indicators (KPIs) to assess progress.
- Manage scope changes through a formal Change Control process.
- Conduct quality assurance activities to ensure deliverables meet quality standards.
- Update the Project Sponsor and stakeholders on project status and any deviations.



- **Project Closure:**

- Conduct a final review to ensure all project objectives have been met.
- Obtain formal acceptance of project deliverables from the Project Sponsor and stakeholders.
- Document lessons learned and best practices for future projects.
- Release project resources and disband the project team.
- Archive all project documentation in accordance with company policies.

Compliance and Review

Trendie is committed to ensuring that all projects are managed in compliance with this policy. The PMO will conduct periodic audits to ensure adherence to project management standards and procedures. Non-compliance with this policy may result in corrective actions or disciplinary measures.

Policy Review and Updates

This Project Management Policy and Procedure will be reviewed annually to ensure it remains relevant and effective. Updates to the policy will be communicated to all staff involved in project work. It is the responsibility of the Project Manager and PMO to ensure they are familiar with the latest version of this policy.

Implementation and Training

All project managers and team members will receive training on this policy and procedure as part of their onboarding process and through regular training sessions. The PMO will provide ongoing support and guidance to ensure the effective implementation of this policy.

By adhering to this Project Management Policy and Procedure, Trendie ensures a consistent, efficient, and professional approach to managing projects, leading to successful outcomes and the achievement of organisational goals.