

## Project Management

All work undertaken by Caski is managed according to project management best practice principles. Caski has adopted the Prince 2 methodology for project management [as defined in the Office of Government Commerce (OGC) document Managing Successful Projects with Prince 2 Third Edition (2002)]. The general principles of Prince 2 – effective planning, configuration management, issue management, the use of risk logs, stage/gate reviews etc. will apply to every project that is run by Caski.

The Technical Director will determine the Project Approach depending on the size and complexity of the work. The precise use of Prince 2 as related to a specific project will be determined in conjunction with the client since organisational issues etc., can only be established in line with the client's normal business practices. The application of the Prince 2 methodology will be defined within a Project Initiation Document (PID) for the specific project. Projects will normally commence with an Inaugural Meeting or Project Initiation Workshop, these will involve the key project staff from Caski and the client, and will be used to establish a common view of organisational issues, working arrangements, key deliverables and timescales, key risks and issues etc. The outputs will form the basis of the PID.

The specific project organisational structure will be agreed between Caski and the client.. Caski will encourage the client to establish a Project Steering Group (PSG) and a Client Responsible Officer (CRO) to be a part of this Steering Group. Caski will appoint a single Project Manager, reporting to the Caski Technical Director, who will take overall responsibility for all aspects of the Caski activities associated with the project.

The Caski Project Manager will also report to the client providing comprehensive updates on the technical and financial progress of the project at regular meetings.

Other key responsibilities will be as follows:

- Safety Management
- Overall management of all Caski technical and delivery teams (on- and off-site)
- Definition and agreement of client resource requirements
- Definition and agreement of any external resource requirements
- Ensuring Caski compliance with all client Health and Safety, Quality and Security requirements.

## Approve and Manage Quality Plans

For large projects a Project Officer with planning and administrative capabilities will support the Project Manager. The Project Officer will take responsibility for planning and progress reporting, resource monitoring, document management (ensuring progressing of the review and approval process) and work package monitoring. The Project Officer will also have a key role in ensuring control and management of the Quality Plans and responsibility for all reporting processes. For smaller projects the Caski Administration Manager undertakes this role. Below the Project Manager the project organisation will be flexible to meet the requirements of the particular project. The organisational structure will be agreed with the client by the Caski Technical Director (or his representative) and periodically reviewed at key points during the project lifecycle.

Remote, or off-site, teams are tied into the project delivery framework using a combination of teleconference and face-to-face progress and accountability meetings. A support team is available to the remote teams to both appraise resources of relevant information and to be a consistent link to the on-site part of the delivery team.

Caski utilises an Associate programme of Suitably Qualified and Experienced Personnel (SQEP) resources who (supported by best practice levels of process definition and reporting) are able to rapidly deploy expert personnel to meet emergent project resource needs (including backfill).

More detail about how Caski manages projects can be found within our Quality Management System.

Caski Consulting Ltd are an ISO 9001:2000 certified company who have demonstrated their commitment to Quality in all areas of work.