

NMM PROJECT METHOD POLICY STATEMENT 8 February 2001

Introduction

The Museum is becoming increasingly project orientated but project management skills and techniques are dispersed and lessons learnt from projects can be difficult to pass on to others. Use of a standardized project management method stands a better chance of achieving successful projects. Moreover, a project management method is a vital part of corporate governance - from 2000 the Director has to certify to the National Audit Office that "**where appropriate, formal project management disciplines**" exist as part of a system of internal control and risk management. The use of the NMM Method will also provide the Museum with a greater likelihood of achieving value for money in its activities.

Policy Statement:

It is the policy of the Museum that the NMM Project Method is to be used for all projects of value greater than £10,000 (including staff costs). For projects of less value the Method should be consulted. For projects of £500,000 and over advice is to be sought from the Director.

Objectives of the Policy and application of the Method:

- to provide a consistent and auditable approach to projects throughout the Museum
- to ensure Value For Money
- to provide a method of defining responsibilities
- to provide a method of handing on lessons learnt
- to increase staff confidence about running and being in project teams
- to reduce risk and form a part of the Museum's Risk Management approach

The Project Method

The Method is based on a widely used industry standard (PRINCE II) but adapted for Museum use. Rather than a passive or mandatory "rule book" approach, the method provides a set of 12 forms (which are project controls) which require the user to actively complete them at various stages in the project. The forms, and procedures that flow from them, are suitable for projects of varying scale and scope and are not a large administrative burden to the Project Manager.

Note: The method is to be used in conjunction with the Museum's financial control manual and all of the Museum's current policies and procedures that are relevant. It is also one of the responsibilities of the Project Manger to comply with any relevant legislation and the advice of the Museum's lawyers whenever it is sought.

Training and Certification

The Museum offers a half-day training session and a certificate of completion to each attendee. The training may form part of an individual's performance agreement.

Further information:

Further information or advice is available from Chris Gray.
The detailed NMM Project Method is available on the Intranet.