

Program and Project Management Policy

1 Purpose

The Defence Materials Technology Centre (DMTC) conducts research through a number of research programs aligned to the strategic plan. Each research program is divided into a number of research projects in which specific research activities are undertaken. The purpose of this policy is to define the framework for establishing and managing these programs and projects to achieve the outcomes of the DMTC.

2 Policy scope/coverage

This policy applies to all activities within the DMTC and applies to all people associated with the DMTC.

3 Policy statement

3.1 Policy overview

All research activity is conducted with research projects. The establishment, management, assessment and allocation of resources are the key elements of program and project management.

3.2 Program establishment

New programs will be established that align with the DMTC strategic plan and have the support of stakeholders to contribute the necessary resources to conduct the activities. All new programs require board endorsement prior to commencement.

3.3 Project establishment

The establishment of any project will be at the DMTC CEO's discretion subject to approved budgets and financial delegations. A project agreement between each of the project parties will be entered into for each project.

3.4 Allocation of resources

The allocation of DMTC resources to a project will be at the DMTC CEO's discretion, within the context of the annual financial budget and is subject to DMTC Board approval.

3.5 Management of project and programs

A program leader and project leader will be appointed by the DMTC CEO to manage each program and project respectively. The project leader will coordinate a formal review of each project at least annually.

Linked Policies, Procedures, Guidelines and Forms

- Financial delegations policy
- Policy approval policy
- Internal controls policy
- Project start up procedure (under review)
- Changing a project team member procedure (under review)
- Project review procedure (under review)
- Milestone report submission procedure (under review)

Controlled Document

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