Project Management
Best Practice Framework

The following are identified as key inclusions in a best practice project management framework. The right mix of planning, monitoring, and controlling can make the difference in completing a project on time, on budget, and with high quality results.

1. Organisation

a) Create a Project Plan
b) Define the project management procedures up front
c) Manage the work plan and monitor the schedule and budgets
d) Identifying the value the organisation will add to a project, relationship, government or community is crucial to determining their level of involvement in a project
e) Build the capacity of your own organisation, partners and community
f) Ensure appropriate stakeholders for a project, including funding sources, are identified early
g) Partnerships should be formed based on what partners can bring to a project
h) Do not automatically take on a project partner based on pre-existing relationships
i) Identify potential conflicts of interest with possible partners
j) Assess the level of impact of any conflict of interest likely on the project
k) Utilise the conflict of interest assessment to determine if a partnership is viable
l) Project partner relationships are fundamental to a successful project, therefore allow time to develop these relationships to ensure they are best for the particular project

2. Partnerships

a) Define the scope and role of each partnership
b) Relationships are critical to the success of any project
c) Developing and maintaining relationships and partnerships are often key to achieving sustainable development outcomes
d) Ensure formal agreements are prepared and signed by all project partners which outline their obligations to the project
e) Formal agreements should clearly state the role of sponsor organisation and project partner
f) To be concise and clear regarding partnership reporting requirements, the formal documentation should state the reporting inputs, any project progress status information, level of financial reporting required and any other project management contractual obligations

3. Project Staff

a) Timing the appointment of key positions prior to the implementation of a project

b) High level of communication skills are essential to a successful project and to ensure smooth information flow concerning all project activities and partners
c) Strong project management skills are crucial for project officers and the on-site project manager
d) Strong conflict resolution skills are essential
e) The day to day supervisors are crucial to the success of any rebuilding skill based projects
f) Look for any warning signs of issues or potential problems continuously throughout the project
g) Ensure sponsors approve all project scope changes
h) Identify Risks Up front
i) Continue to assess potential Risk throughout
j) Resolve issues quickly as possible

4. Participants

a) The correct selection of participants is crucial to the success of the project and team work amongst the participants
b) It is essential project managers and supervisors are involved in the recruitment and selection process of project participants
c) When a project partner is responsible for the management of project participants clear reporting boundaries should be defined in the formal agreement
d) Ensure the participants have an independent avenue for complaints, such as the project sponsor organisation

5. Financial

a) Budget, financial management and reporting skills are critical within the project team to meet contractual requirements
b) Quality financial management systems, including record keeping, will ensure correct accountability of government and non-government funding
c) Monitor budgets on a weekly basis using formal accounting programs
d) Process income and expenditure accurately and timely
e) Implement progressive follow up with project partners in regards to their expenditure

6. Media

a) Develop a direct relationship with the local media and do not rely on project partners to arrange all media coverage
b) Utilise every opportunity for media coverage throughout the project
c) Be prepared to develop own media stories and present to local media
d) It is important to collect evidence of project work and activities through photographic records
e) Ensure all participants have signed a "Consent Form" to use their photographs