

**Employment practice of Extended Workforce (inc. Systems & Process)  
Project Board**

**Terms of Reference**

<b>Terms of Reference:</b>		
<p>The Project Board is the decision-making body, providing direction and management for the project. It has overall authority for the project and is accountable for its success or failure. Members must have sufficient authority to carry out their responsibilities effectively.</p> <p>The collective responsibilities of the Project Board members include:</p> <ul style="list-style-type: none"> <li>• Accepting and demonstrating ownership for the project - The Project Board is responsible for ensuring that the project is capable of delivering the benefits specified in the Business Case, ensuring that the project gives value for money.</li> <li>• Working as a team to provide collective and unified direction</li> <li>• To provide direction to the Project Manager. The Project Manager will need to escalate some issues or risks to the Board, may seek advice and will need decisions beyond his/her own remit to be taken.</li> <li>• Facilitating cross functional working ensuring that the project structure is recognised and respected by line management</li> <li>• Committing all of the resources required to successfully complete the project</li> <li>• Effective decision making including risk, issue and change management</li> <li>• Project assurance and quality control</li> <li>• Ensuring timely and effective communication within the project and with external stakeholders. The Project Board ensures that there is timely and effective communication for each stakeholder group, that expectations are managed and that key messages are consistent and accurate throughout.</li> <li>• Ensuring that the project deliverables are reliable, sustainable and can be maintained efficiently</li> </ul> <p>Whilst they retain accountability, the Board members delegate the day-to-day management of the project to the Project Manager. The Project Manager is acting on their behalf in a role which exists for the life of the project only.</p>		
<b>Membership</b>		<b><u>Proposed Members</u></b>
Chair:	People & Culture	HR Director
Members	People & Culture	Ms Clare Briggs Mr Glenn Campbell Mrs Fiona O'Connell (Maternity Cover)
	Finance	Ms Gillian Mayhew
	Academic and Student Affairs	Ms Wilma Fee Ms Helen McNeely Mr Trevor Johnston
	Student Plus	Ms C Young (or nominee)
	Information Technology	Mr David Smith
	Director of Operations (AHSS)	Mrs H Hart (or nominee)
	Interim Director of Operations (EPS)	Ms S Caldwell (or nominee)
	Director of Operations (MHLS)	Mr A Finlay (or nominee)
	School Manager/DE (EPS)	Mr Alistair Lee
	Project Manager	Nuala Loughran
<b>Serviced by:</b>		
<b>Reports to:</b>	UOB	