**UCL Estates**

**Project Name**

**PS00**

**Project Board**

**Terms of Reference**

# Terms of Reference

**Document Purpose**

* Outline the Authority Response, of the Project Board
* Provide a Project of board membership and schedule of meetings.

**Authority**

The Project Sponsor retains the ultimate accountability and authority for the successful delivery of the project; the Project Board will support the Project Sponsor in a making informed decisions relating to successful project delivery.

The Project Board will provide support to the Project Sponsor in making informed decisions with respect to overall project direction as set out in the approved Business Case. The Board are tasked on behalf of UCL to ensure the successful delivery of the project in line with agree scope, cost, time and any commitments, e.g. environment, safety and inclusive design.

Any issue which cannot be resolved by the Project Board collectively will be escalated to the appropriate Programme Level or execution.

**Purpose**

1. Monitor and drive project progress against plan and ensure key deliverables/commitments are achieved. This includes approval of any deviation and mitigation plans proposed.
2. Monitor the project risk register and when appropriate escalate risks that cannot be resolved by the Board that maybe detrimental to the successful delivery of the project.
3. Provide strategic direction and policy guidance supporting the informed decision making of the Project Sponsor.
4. Approve major project deliverables prior to their external release including the Design Reports, Business Case prior to submission to the appropriate UCL approval/review group for approval.
5. Approval of changes within delegated authority of the Project Sponsor.
6. Ratification of changes which are beyond the delegated authority of the Project Board prior to submission to the appropriate UCL board for approval.
7. Ensure that the necessary resources are available to achieve committed work.
8. Mediate a solution to any conflicts within the project or to any problems between the project and external bodies. Ensure resolution of issues delegated to the Project Board by the Programme Board or any other review group.
9. Review the status of project risks and issues; assure the mitigation strategies, drive closure of issues.
10. Ensure appropriate and representative project information is distributed, both internally (to the project team) and externally (to UCL and other stakeholders) in accordance with the procedures and policies of the UCL Communications Department. This includes ensuring that Project reporting information is accurate and appropriate.

**Governance**

The Project and its Board will operate subject to policies and procedures agreed and implemented by UCL.

**Reporting Arrangements**

The University Project Officer (UPO) on behalf of the Project Board will provide a monthly progress reports detailing the project progress to the Portfolio Services Office (PSO). It is recognised that where an External Project Management Organisation is appointed to the project, they may provide the monthly report to the briefing and approval of the UPO.

**Membership**

|  |  |
| --- | --- |
| **Position** | **Name** |
| Project Sponsor/Academic Lead (Chair) |  |
| Senior Stakeholder |  |
| Faculty Manager |  |
| Head of Service |  |
| UCL Project Officer |  |
| External Project Manager (if applicable) |  |
| Finance Representative |  |
| ISD Project Manager |  |
| **Cross-Functional Team (optional)** |  |
| Architect |  |
| Safety representative |  |
| Fire representative |  |
| Environment representative |  |
| Facilities team |  |
| Engineering team |  |
| Business Admin team |  |
| Project Support |  |

**Meetings**

The Board will meet monthly throughout the duration of the project. Papers will be circulated the week before the meeting by the Project Support Officer.

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Board Action Log**

| **Minute Ref** | **Category** | **Action** | **Owner** | **Date to be completed** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |