

Terms of Reference - Steering Committee and Working Party

	Purpose	Ways of Working
Steering Committee	<p>The purpose of the Steering Committee is to direct, monitor, and champion the scope of project work including:</p> <p>Monitoring & Measurement</p> <ul style="list-style-type: none"> Monitoring the performance and progress of the overall Project. Realising Project benefits and potential opportunities for synergies with other University initiatives. Managing resource allocation Managing and accepting key business and project risks <p>Advisory & Escalation</p> <ul style="list-style-type: none"> Provide strategic guidance and direction and oversee that project delivery remains aligned with the project goals Making key decisions on key project scope, solutions and directions Reviewing, analysing, and recommending key changes to Project related processes across the University Representing key areas of the University that have a stake in the Project and confirming the expected outcomes and benefits Champion the change and represent stakeholder groups in decision making 	<p>Quorum:</p> <p>The quorum for the steering committee is one half plus one of the voting members. Members may provide proxies to ensure that appropriate levels of representation are maintained.</p> <p>Meetings:</p> <p>The steering committee will meet on a fortnightly or on an as needed basis committee.</p> <p>Record Keeping:</p> <p>Formal agendas, notes, minutes, and other appropriate documentation will be maintained for each meeting on the Project wiki and via email. Agendas and required reading for meetings will be circulated no less than 24hrs prior to each meeting.</p>
Working Group	<p>The purpose of the working group is to undertake the tasks and activities to progress the project plan so that it will deliver to the goals and objectives including coverage of the following workstreams:</p> <ul style="list-style-type: none"> Business Process Re-engineering Change Management Technology & Solution Design Project Management 	<p>Meetings:</p> <p>The working group will meet on a daily/weekly basis or on an as needed basis committee.</p> <p>Record Keeping:</p> <p>The Working Group will track key tasks and actions within the agreed project management tool-set/technology solution.</p>