



Project/Event Policy

1. PURPOSE

The purpose of this policy to ensure:

- 1.1 Projects/events are effectively managed within the limitations of resources, budget, time and risk,
- 1.2 Appropriate management of a project/event is established,
- 1.3 Communication and risk management plans are developed and executed throughout the project/event's life.

2. DEFINITIONS

Project/Event - An endeavor or body of work undertaken to create an event, project, product, service or result with a defined start and end date.

Project Manager - The person fully responsible for the day to day management of the project/event, tasks and the Project Team.

Project Team - Individuals recruited by the Project Manager who undertake tasks as directed by the Project Manager.

Business Case - The justification or reasoning for initiating a project/event or undertaking based on its expected benefit.

3. BACKGROUND

This policy is a guideline of documented procedures for how projects and events are planned, executed and delivered to the satisfaction of the BBBfm Board and stakeholders.

This policy will also ensure there is a standard approach for the successful delivery of project and event outcomes aligned to BBBfm Board requirements.

4. POLICY

- 4.1 All projects/events require a Business Case which is to be documented prior to the project/event going forward and funding being authorised. The Business Case is to be completed by the Project Manager. The Business Case can be presented as a word document or as a spreadsheet.
- 4.2 The Business Case must have a start date and finish date.
- 4.3 The Project Manager is required to have experience, skills, and the available time to fully manage the project within the time frame of the project/event.

- 4.4 The completed Business Case is to be presented to the Board for approval.
- 4.5 Any changes required by the Board need to be completed by the Project Manager.
- 4.6 Project/events require the establishment of a Project Team who come under the direction of the Project Manager. The Project Manager is required to recruit all individuals who have the appropriate skills in which to support, develop and execute the project and who are willing to partake in the project.
- 4.7 At the end of the project/event being delivered, the Project Manager will meet with the Board to ensure all standards were met throughout the project/events implementation.

5. Responsibility

- 5.1 The Project Manager will be responsible for the Project Team from the initiation phase through to the closing date.
- 5.2 The Project Manager and the Project Team are fully responsible for applying for any grants or funding required to complete the project/event.
- 5.3 The Project Manager will be the point of contact for the project/event and will ensure each phase of the project/event is managed in accordance with the projected timelines and milestones.
- 5.4 The Project Manager is responsible for developing and executing all required health and safety planning to meet government requirements relating to infectious disease risk management throughout the project or event.
- 5.5 The Project Manager is responsible for organising and ensuring Electrical Safety Test and Tag Policy is adhered to.
- 5.6 The Project Manager will be required to report to the Board on the current status of the project/event as tracked against budget, timelines and tasks.

Amendments to this Policy		
Date Approved	Item Number	Details of Amendment
3 November 2021	Full Policy	Adoption of this Policy in its entirety
11 March 2026	Full Policy	Reformatted to align with BBBfm Policy standardised documentation requirements
11 March 2026	5.4	Altered sentence from “The Project Manager is responsible for implementing and submitting a Covid Safe Plan” to “The Program Manager is responsible for developing and executing all required health and safety planning to meet government requirements relating to infectious disease risk management throughout the project or event.”