



27 October 2023

Rebekah Crook

fyi-request-23885-56724629@requests.fyi.org.nz

Dear Rebekah

OFFICIAL INFORMATION REQUEST

I refer to your official information request dated 19 August 2023 for all notes, documents and emails pertaining to CEO meetings as per agenda 20210825.

We apologise for the lateness in responding to your request. The requested information is enclosed.

- 2 July 2021

Attended Project Management Workshop 1 with Morrison Low and relevant staff.

The Project Management Workshop with Morrison Low held on 2 July 2021 was not related to the proposed Teitei Drive development. It was a workshop held to discuss the development of a Project Management Framework for the Council. The Output is a Project Management Manual for RDC. See attached email from Ewen Skinner, Morrison Low for detail.

Held zoom meeting with Ree Anderson, housing consultant with Kainga Ora around Teitei Drive.

This zoom meeting was scheduled as a Teitei Drive update Kainga Ora and Ruapehu District Council with invitees being Clive Manely, RDC CE; Ree Anderson (Consultant to RDC), Graeme Broderick, Regional Director, Kainga Ora and Rachael Hurzeler, former Director Business Development, Kainga Ora. As this was a verbal online update meeting there are no notes from this meeting.

Telephone call with Ree Anderson.

There are no notes from a telephone call with Ree Anderson on 2 July 2021.

This part of the request is refused under Section 17(e) that the document alleged to contain the information requested does not exist or, despite reasonable efforts to locate it, cannot be found: because the information is not held.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.



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Yours sincerely

Maggie Flonk
MANAGER, INFORMATION MANAGEMENT
mf: tt

Attachments *Email explaining the 2 July 2021 Project Management Framework workshop*

Email explaining the 2 July 2021 Project Management Framework workshop

-----Original Appointment-----

From: Hannah Rix <Hannah.Rix@ruapehudc.govt.nz>

Sent: Thursday, June 24, 2021 12:28 PM

To: Hannah Rix; Warren Furner; Pauline Welch; Warrick Zander; Sarah Davies; Natasha Poloai; Aaron Pendergrast; Paul Wheatcroft; Tessa Owen; Clive Manley; Ewen Skinner | Morrison Low; Dan Bonifant | Morrison Low; Andrea Nicol; Kellie Burton; Erana Cate; Stuart Watson; Mary Shepherd; Dean Hosking; Sonny Houpapa; James Chaplin; Nikki Fieldes; Anne-Marie Westcott; Rina Hepi

Cc: Matt Fyffe | Morrison Low

Subject: Project Management Workshop - Session 1

When: Friday, 2 July 2021 9:00 am-1:00 pm (UTC+12:00) Auckland, Wellington.

Where: Taumarunui Chambers

Hi all,

This is a series of two initial workshops and third later in August and a review in February 2022. It is essential that we have managers prioritise their's and staff time for the first two session to be facilitated by Morrison Low.

Note; Executive Managers can discuss within their teams who is best to attend however anyone who may lead a project or aspire to understand project management should participate, ie. Economic Development team, Rina and Emily, Corporate services and policy leads, planners.

Warren has asked that all infrastructure staff attend, if Executive Managers of other groups wish to invite their team members please let me know so I can add them.

We will finish with lunch.

Background; Implementing a Project Management framework for RDC.

RDC want to introduce a Project Management framework that is simplified for 'non-project managers' and the local government environment. It is developed from a standard approach that Morrison Low have implemented in a number of Australasian Councils (most recently in New Zealand in Central Otago DC). It is then tailored to suit RDC through a series of workshops. A minimum of 3 is required before the end of July,

the output will be production of an RDC Project Management Manual as well as the supporting templates. This will help ensure consistency of approach in how projects are managed and reported.

Phase 1 - ML carry out a workshop with key staff to ensure that we build a common understanding and approach to project management by:

- getting agreement on the rationale for a project management framework and the benefits this will produce
- agreeing what Council’s project management approach is at key parts of the process e.g.
 - clarifying definitions and application e.g. what a project is, when it starts and ends and what project management means
 - determining the roles and responsibilities e.g. project directors, sponsors, project managers and delegations to the roles
 - project management processes e.g. stages, process flows, change controls, reporting and approvals

Phase 2 – Develop the PM framework

ML take the outputs from the first workshop and tailor them into our framework into a Project Management Manual for Ruapehu District Council. The manual is a word document which includes the necessary supporting templates for the appropriate documents, reports etc. An electronic version of the manual can link through our corporate system.

ML will workshop with the same key staff a draft of the document to train staff in how to use it, where to find the important information and get organisational buy in to using the approach across all projects

To provide some context, the following is an example of the table of contents from a Project Management Framework developed for another Council. It demonstrates how the framework addresses each stage of the project management process, provides templates for standard documents, and in this case, defines the processes that are required for different categories of projects.

Example Project Management Manual

Contents	Required for Project			Hyperlink	
	Small	Medium	Large	Manual	Template
Stage 1 Project Initiation					
Defining the Opportunity	Required	Required	Required		
Project Brief	Required	Required	Required		A1
Feasibility Study		Optional	Optional		A2
Project Approval	Required	Required	Required		
Project Establishment		Required	Required		

Contents	Required for Project			Hyperlink	
	Small	Medium	Large	Manual	Template
Stage 2 Project Planning					
Plan Template					A3
Project Overview	Optional	Preferable	Required		
Project Goals	Optional	Preferable	Required		Pg
Success Criteria	Optional	Preferable	Required		
Stakeholders	Optional	Preferable	Required		
Project Programme					Pg
Scope	Optional	Preferable	Required		
Assumptions	Optional	Preferable	Required		
Specifications		Preferable	Required		
Timeframe	Optional	Preferable	Required		
Roles and Responsibilities		Preferable	Required		
Resource Schedule		Optional	Required		
Gantt Chart		Optional	Required		A5
Risk Management		Preferable	Required		
Budget and Cost Planning	Optional	Preferable	Required		Pg
Cashflow Forecast		Optional	Required		
Reporting	Optional	Preferable	Required		A6, A7, A8
Change Control	Optional	Preferable	Required		A10
Communications Plan		Optional	Required		A4
Issues Management		Preferable	Required		A9
Quality Planning		Optional	Required		
Health and Safety	Optional	Preferable	Required		
Stage 3 Project Execution					
Project Documentation					
Status Report	Optional	Preferable	Required		A6

Contents	Required for Project			Hyperlink	
	Small	Medium	Large	Manual	Template
Project Meeting Agenda	Optional	Preferable	Required		A7
Project Meeting Minutes	Optional	Preferable	Required		A8
Change Control	Optional	Preferable	Required		A10
Issues Management	Optional	Preferable	Required		A9
Procurement and Contract Management		Optional	Required		
Stage 4 Project Completion					
Project Closure Report		Preferable	Required		A11
Project Evaluation		Preferable	Required		A12

Phase 3 – ML carry out a post implementation review (6 months after implementation) to check on how it works and make any adjustments

Ewen Skinner will lead the onsite work