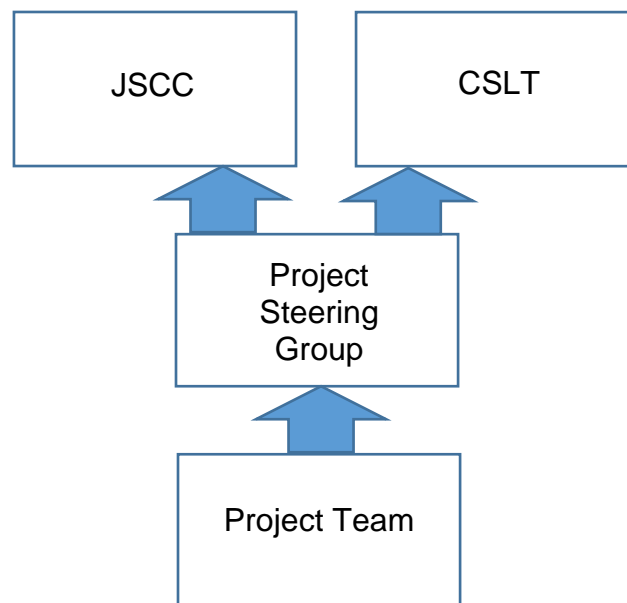


1. Project Governance

1.1. Project Organisation

The Project Steering Group will meet monthly to govern and plan the project, escalating key decisions to JSCC/CSLT when necessary. Antek Lejk will act as SRO for the project and attend the monthly steering group meetings.



1.2. Roles and Responsibilities

The Project Organisation (including roles and responsibilities) is shown below. This will be reviewed and refined throughout the projects lifecycle.

Project Role	Key Project Responsibilities
Sponsor <i>Tony Palframan</i>	<ul style="list-style-type: none">• Representation of the project objectives at the senior management level• Provide clear leadership and direction for the delivery and implementation of the project• Be accountable for project governance and chair the Steering Group• Champion the project to key stakeholders• Responsible for resolution of issues as required• Represent the project and raise key risks and issues, decisions and escalations at JSCC/CSLT

	<ul style="list-style-type: none"> • Provides overall direction and strategy guidance for the project • Overall accountability for the business case benefit realisation
Project Manager <i>Amy Thomas</i>	<ul style="list-style-type: none"> • Delivery of the project objectives within the agreed timescales and budget • Responsible for defining the project structure and initiating the project resulting in the formal project management deliverables i.e. RAIDD, Stakeholder and Communication Plan • Responsible for preparing and maintaining through effective change control a realistic plan that enables delivery of the agreed project deliverables • Responsible for day to day management and control of the project • Monitor progress and co-ordination of workstreams within the project and any cross dependencies that may exist • Provide monthly Steering Group agendas and papers • Provide a consolidated Highlight Report covering all aspects of the project at monthly Steering group meetings • Monitor project Risks, issues, Dependencies and Benefits and maintain an Actions and Decisions log • Escalate Risks and Issues to the Steering group that cannot be resolved at project level
JSCC/CSLT	<ul style="list-style-type: none"> • Resolve escalated issues for the Project • Maintains commitment and involvement of Senior Business Management • Makes decisions regarding the total budget for the project • Agree contract award • To make key decisions for the Project
Project Steering Group <i>Tony Palframan</i> <i>Antek Lejk</i> <i>Jonathan Stanley</i> <i>Stephanie Gallop</i> <i>Amy Thomas</i> <i>Gary Crush</i> <i>Clive Renee</i> <i>Tim Eyres</i> <i>Iain Murrell</i> <i>James Savill</i> <i>Jane Hackett</i> <i>Cath McWalter</i> <i>Katy Blakely</i> <i>Patricia Hagan</i>	<ul style="list-style-type: none"> • Govern and plan the CYP Mental Health redesign • Support the Sponsor in pursuing the business objectives and outcomes • To drive the project forward and ensure benefits set out in the approved PID are realised • Agree the project scope and changes to it, in accordance with the project requirements • Provide steer on the direction of the redesign • Ensure that the project is progressing to plan • Own the resolution of key Risk and Issues that the project may face, escalating to JSCC/CSLT where necessary • Ensure commitment of resources is sufficient for milestone delivery within the project

Steph Butcher
Al Collier
Carolyn Watts
David Wright
Rhonda Stokes
Victoria Nicholls
Tim Curtis

- Provide timely advice, support and information to the Project Manager and Project Team
- Champion and communicate the project to key stakeholders