Project Management for Roecliffe Neighbourhood Plan (RNP)

Project Background

Harrogate Borough Council requires a neighbourhood plan for each area in their overall boundary to identify needs and community aspirations in order that future planning decisions may be correctly targeted.

Project benefits

To prevent HBC making decisions which may adversely affect the neighbourhood of Roecliffe and Westwick?

Project Objectives

To identify which is the main driver – Quality, Cost or Time. In this case it is probably Time.

To take the RNP from present form with collated data to the finished post village referendum plan formally accepted by HBC

Project Deliverables

A Neighbourhood Plan accepted, approved, and agreed by HBC

Project Costings

Budget

Access to funding – possibly via Janet Entwistle at HBC

Funding reqd for Consultants (?), Printing, Graphic Design

Co-opt member of RNP to source funding

Project Responsibilities

To ensure that milestone tasks are completed on schedule

To ensure that compliance is in accord with the requirements of HBC and the stakeholders (RNP)

Stakeholder Analysis

To identify which members of RNP will contribute to the various aspects of the project and at what time

Timescale

To use the existing spread sheet as a basis, but liaise with Janet Entwistle regarding the end point target date. Spread sheet held by Paul Say or Jim Bolland (?)

Milestone Reports

To use an expanded version of the existing spreadsheet, and liaise with co-opted contributors to ensure tasks are on schedule.

Risk Analysis or What can go wrong

Check throughout project that the report continues to meet HBC criteria

Lost data

Change of policy of HBC

Lack of funding

Key members of either RNP, Parish Council, or HBC becoming unavailable.

Progress Reports

Monthly, weekly, or at the RNP meetings?

To all members or just within the Project management group?

Actual v Planned Project Tasks

Plot tasks (identified in existing project plan spreadsheet) to ensure project on track.

Project closedown and review

Has the project achieved the aim required on time and of a quality to be accepted by HBC?