

PROJECT MANAGEMENT GUIDELINES

1. Purpose

The purpose of these guidelines is to provide best practice information for Chief Investigators/Project Managers who receive funding for projects through the Institute for Safety, Compensation and Recovery Research (ISCRR).

2. Background

All ISCRR projects should be well managed administratively through the appointment of a Project Manager. For smaller projects this role might be undertaken by faculty administrative staff or by a researcher directly working on the project, but for larger projects a specific project manager should be appointed who is not directly engaged in the research.

3. Relevant to

All Chief Investigators and Project Managers who are delivering ISCRR research projects.

4. Responsibilities of Project Managers

The Project Manager will:

- Coordinate all elements of the project ensuring researchers and professional staff engaged on the project are working together towards the agreed project milestones and deliverables
- Coordinate any meetings (research group meetings, steering committee and advisory committee meetings, meetings with funding partners/external stakeholders, etc) ensuring regular meetings are held, and formal records are kept (agenda and minutes)
- Ensure up to date records are kept relating to expenditure against the budget, managing all incoming and outgoing funds, to allow for ease of reporting on progress regarding expenditure
- Ensure the project remains on track to meet each milestone on time and to budget
- Liaise with ISCRR regarding project progress and informing ISCRR at the earliest point possible should it be recognised that the project is experiencing delays or budgetary issues
- Complete all ISCRR administrative reports – Project Management Reports and Completion Reports
- Ensure ISCRR is sent any draft papers, abstracts or presentations for review 20 business days prior to submission (as per the publication policy).

5. Meeting Resources

If you require assistance in fulfilling any of the above functions contact ISCRR or your Project Management Office. For Monash staff meeting Minute, Agenda and Terms of Reference templates/examples can be found here:

<http://www.intranet.monash/pmcentral/toolkit>

For guidance on initiating and running steering committees see the ISCRR Steering Committee Guidelines. These guidelines and ISCRR reporting and other useful templates can be found online in the [Researcher Web Portal](#). Reporting templates will be provided partially populated to Project Managers prior to the reporting deadlines.