

ATNF ATUC MEMORANDUM

To: ATUC
From: Dave McConnell
Date: 25 November 2004
Subject **ATNF Project Management**

The work to improve facilities supporting project management in the ATNF has continued since the last ATUC meeting. Efforts have been made to make information about projects easily accessible to help project managers, ATNF users and ATNF management assess the purpose and progress of development activities. The project review process has been refined to allow effective oversight by management, and timely input from users.

Project information on the intranet

After several months of use, the presentation of project information has been refined to simplify navigation and to make more clear the crucial aspects of the projects' progress. The system has been streamlined to allow project managers to upload their status reports directly. The project information can be found at

<http://www.atnf.csiro.au/internal/management/projects>

The quarterly review cycle

All active projects are reviewed every three months. The primary purpose of this quarterly review is to measure how projects are proceeding relative to their project plans. The review process has the additional benefit of facilitating information flow between project teams and others within the ATNF. Meetings are scheduled so that alternate reviews are held immediately prior to the biannual ATUC meetings.

1. Project managers publish their quarterly reports on the intranet and submit other project documents, for example new project proposals, one week before the Projects Meeting.
2. The Projects Meeting is held during a weekday morning.
3. The Projects Review Board (PRB) meets in the afternoon of the same day.
4. The PRB view and the project office report are published on this intranet.
5. ATUC meets after alternate projects meetings, and receives an update on active projects and project proposals.

Proposals for new projects are also presented at the Projects Meeting.

The ATNF Project Review Board

Membership:

Brian Boyle (ATNF Director)
 Lister Staveley-Smith (Head
 Astrophysics)
 Warwick Wilson (Head Engineering)
 David McConnell (General Manager)

Function:

To review proposals for new projects.
 To review the status of active projects.
 To instigate external reviews of active projects.
 To instigate corrective action for active projects.
 To close projects.

The ATNF Project Office

The Project Office (Dave McConnell, Mark McAuley and Carole Jackson) administers the intranet project pages and the quarterly cycle. Warwick Wilson chairs the quarterly Projects Meetings.