

INZ Vision 2015 Programme Board Charter

Purpose

The role of the INZ Vision 2015 Programme Board is to provide advice, support and assurance to the Programme Senior Responsible Officer (SRO) on the programme of work. The Board's emphasis will be on:

- The design and alignment of the new operating model
- Deployment and readiness for change activity
- The impact of the programme activity on business as usual
- Benefit realisation in alignment with approved targets
- Providing governance oversight over the programme
- Monitoring delivery performance against approved schedule and budget baselines

The Programme Board will ensure that the scope of the Programme is managed to deliver transformational change that meets Immigration's strategic goals. Success will be measured by the delivery of benefits, value and satisfaction to Immigration customers and key MBIE stakeholders including joint Ministers of ICT, Finance and Immigration.

Operations

Frequency of Meetings

The Board will meet monthly, or more frequently as required

Meeting Minutes

Minutes will be recorded for all meetings and distributed to Board members and standing attendees for circulation. The SRO will review the minutes prior to circulation and they will be approved by the Programme Board at the next meeting.

Status Reporting

The SRO will report at least monthly to SLT and the CE on risk, progress and status and any strategic guidance required by SLT. Ministerial reporting will be at SRO level.

Composition

Chair and Senior Responsible Owner (SRO) – DCE INZ , Nigel Bickle

Programme Board Members

MBIE DCE Corporate, Governance & Information – Greg Patchell (appointed by the CE, MBIE)

Independent Executive – Mark Dwight, Ministry of Education

INZ GM Service Design & Performance – Stephen Dunstan

Independent Executive - Ian Fitzgerald, Burleigh Evatt (appointed by the CE, MBIE)

Independent Executive – Suri Bartlett, Tenzing (appointed by the SRO)

Standing Attendees

INZ GM Compliance, Risk and Intelligence Services – Steve Stuart

INZ GM Visa Services – Nicola Hogg

Business Integration Director – Mark Bermingham

Chief Information Officer – Warren Shera

Programme Integration Manager – Kate Rawstron

Director, Vision 2015 – Catriona McKay

Project Director, Business Solution Delivery –

Project Director, IGMS Technical Functional Workstream – Paul Fagan

Attendees by invitation

Datacom - Alistair Turrell (to attend Datacom reporting part of meeting only)

Assurance – Kevin Bryant, IQANZ

INZ Vision 2015 Programme Board Charter

Decision Rights

The SRO holds overall decision rights over the Programme and is delegated to approve the overall Vision 2015 programme of work.

- The SRO has financial authority to authorise and approve Vision 2015 programme and project expenditure as per the agreed programme mandate and MBIE approved delegation. Capital charges will require SRO progression and endorsement via the Capital Portfolio Committee (CPC).
- Changes to the programme are approved by the SRO, those with impact to capital expenditure will be re-baselined via the CPC.
- The SRO is delegated responsibility for benefits realisation via approval of the High Level and detailed Future Operating model (FOM), agreed requirements and oversight of the Vision 2015 programme of work.

Programme Board members and those in attendance have advisory roles with no decision rights and all have an escalation point to the Chief Executive for material risks or assurance purposes.

Accountabilities

SRO Accountabilities:

- Overall Programme success
- Leading change, resolving escalated issues, focusing on benefits and delivery of coherent capability

DCE Accountabilities:

- The SRO receives assurance and leadership support from the DCEs who also provide assurance to CE on strategic alignment and programme delivery.
- Remaining aligned with MBIE strategy and adding value

CFO Accountabilities:

- Advice on overall programme budget allocations and funding strategies

General Manager Service Design & Performance:

- Envisioning and advising on fitness of purpose of INZ's operating model and its alignment to INZ's goals

Independent Executives:

- Advice on any aspects to support successful programme success

INZ Vision 2015 Programme Board Charter

Board Member Responsibilities

Board Member Responsibilities

- Providing advice to the SRO, supporting effective decision making and alignment
- Ensure the Programme as a whole, delivers to the goals of the Programme Plan
- Resolve strategic and directional issues within the Programme that needs the input and agreement of senior stakeholders
- Ensure that options for delivery of strategy are explored and that opportunities to maximize the value from the Programme are considered
- Monitoring the performance of the Programme against approved baselines, including budget, schedule and scope
- Monitoring Programme risks and issues
- Work with the SRO to create an environment for success for the Programme

Attendees Responsibilities

Business Integration Director

- Responsible for organising and directing the different workstreams within the programme.
- Formalising advice seeking decisions, support or endorsements

The Business Integration Director is supported in the following manner:

Programme Integration Manager – Reporting on programme status, risks/issues, integration and monitoring of benefit realisation

Director Vision 2015 - Reporting on communications activity, achievement of Minimum Viable Solution and solutions meeting business requirements

Project Director, IGMS Technical Functional Workstream - Reporting on IGMS project status, risks/issues deployment

Project Director, Business Solution Delivery – Reporting on solution packaging and integration, business impact and training activity

GM Compliance, Risk and Intelligence Services

- Deployment of a new Identity system and benefit realisation
- Reporting on business readiness and change activity

GM Visa Services

- Deployment of the 2015 Visa Services Operating Model and benefit realisation
- Reporting on business readiness, change activity

Chief Information Officer

- Reporting on the status of AMS to form part of the IGMS solution
- Reporting on activities to modify AMS

Datacom

- Reporting on status of development including issues impacting on success, quality, cost and schedule