

# INZ Vision 2015 Programme Executive Charter

## Incorporating the Programme Decision Group (PDG)



### Purpose

The role of the INZ Vision 2015 Programme Executive is to provide for the day to day management of the programme of work, decision making and communication across the Programme (including status reporting of the programme and related projects). The Executive will be responsive to direction received from the Capital Portfolio Committee (CPC), Programme Decision Group and INZ Vision 2015 Programme Board.

The PDG is responsible for developing the INZ Vision 2015 Programme and aligning a number of projects and products with business requirements. The group will resolve/align inter project or programme critical path conflicts. The PDG will also act as the Project Board for each of the projects within the programme that require it.

### Operations

#### Frequency of Meetings:

The Executive will meet weekly, or more frequently as required, and escalate or communicate as per the programme status tolerances.

#### Meeting Minutes:

Action minutes and key decisions will be recorded for all meetings and distributed to members, responsible action owners and available to the Programme Board.

#### Status Reporting:

The Programme Director will report regularly to the SRO on risk, progress and status and escalate any strategic decisions to the SRO and Programme Board.

#### Support:

The Programme Management Office (PMO) will provide support, monitoring and reporting to the Programme Board on behalf of the Programme Director.

### Composition of the Programme Executive

The Programme Executive is comprised of the:

- Business Integration Director – Mark Bermingham
- Director, Vision 2015 – Catriona McKay

### Composition of the Programme Decision Group

#### Programme Decision Group Members:

- The Business Integration Director – Mark Bermingham (Chair)
- Director, Vision 2015 – Catriona McKay
- AMS Transition Project Director – Warren Shera
- GM and EDs' representatives – Margaret Cantlon, Peter Elms, Bruce Burrows, Arron Baker, Stephen Vaughn, Geoffrey Scott

#### Programme Decision Group Attendees:

- IGMS Project Director – Paul Fagan
- Programme Integration Manager – Kate Rawstron
- Project Director, Business Solution Delivery -
- Visa Services Change Implementation Director – Sarah Thomson
- Process & Requirements Stream Lead – Nicola Kilkelly
- Senior User Representative – Gordon Barlow
- Manager Business Analysis – Mandy Edmundson
- Visa Services Assistant General Manager, Northern -

#### Attendance as requested:

Business Owners and other reference group members will attend as requested by the Programme Executive

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### Decision Rights

- Framework and high level project and scope decisions are not made by the PDG and will be submitted for approval to the SRO supported by the Programme Board.
- Immigration business decisions defining the operating model and project scope will have a preferred option recommended by the PDG for approval by the SRO (supported by the Programme Board).
- The executive financial authority to approve or authorise expenditure must be within the framework, scope and authorisation provided by the SRO/Programme Board and MBIE approved delegation.
- To direct, add or close projects within the programme in order to meet overall programme objectives subject to new projects of an ICT nature following the Capital Portfolio Committee approval process.
- Decisions relating to risk, issue, cost, time, benefits and quality management will be the day to day responsibility of the Programme Director or any delegated Project Director or manager within the programme.

Other activities will be managed as 'external' dependencies. Critical dependencies that may arise between the projects, other MBIE initiatives and the INZ Vision 2015 Programme will be aligned by the PDG and the Programme Director will make final decision on what is part of the Programme scope.

### Accountabilities

#### **Programme Director:**

- Design, progress and status reporting of programme management, controls and delivery of project outputs and programme outcomes
- Escalation of material risks and issues to the INZ Vision 2015 Programme Board
- Monitoring actions from assurance reviews and supporting projects via expertise, templates and methodology
- Acting on and directing action on Assurance recommendations at all levels
- Ensuring the programme and project activities and outputs remain aligned with and add value as defined by the INZ Vision 2015 Programme SRO

#### **Project level Responsibilities:**

- The Programme Director may delegate to Project Directors or Managers all or part of activities as defined by Benefits Map, Business Case, PID or Project Brief
- Running a Programme Management Office to support the SRO, reporting and projects as required is delegated to the Programme Integration Manager

#### **Director, Vision 2015:**

- Inform, monitor and validate that business requirements are met by the INZ Vision 2015 Programme in particular the functionality of IGMS
- Compliance of IGMS project with MBIE standards and CPC controls/governance
- Support the Programme Director in achieving an integrated business outcome and resolving points of difference

#### **GMs' and ED's representation:**

- Ensure integration and fit for business purpose Programme decisions

#### **AMS Transition Project Director:**

- Ensure AMS is maintained to meet business as usual requirements
- Monitor AMS progressive retirement with the deployment of IGMS

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### PDG – Project Board Responsibilities

Where the PDG acts as the Project Board, it is responsible for the overall direction, oversight and management of that project within the framework set out by the Programme Board. An effective Project Board should show:

Authority – Credibility – Ability to delegate – Availability

#### Responsibilities include:

- Providing unified direction to the project and ensuring effective decision making
- Monitoring the performance of the project against approved baselines, including budget, schedule, scope
- Monitoring project risk & issues and escalating where required
- Endorsing and recommending to the Programme Executive changes to project baselines