

Policy 6 – Project Management

1. Application

This Project Management Policy (this Policy) applies to all NQBP Employees.

2. Policy

The objective of this Policy is to ensure that all NQBP projects are effectively managed in accordance with a consistent and appropriate methodology throughout the duration of the Project.

NQBP has a Project Management Framework in place which is comprised of Project Management tools templates and supporting guidelines incorporating Prince2 Process Model. In order to ensure the project objectives are successfully met against time, cost, quality, benefits and risks, NQBP Employees will manage all NQBP projects in accordance with NQBP Project Management System Framework, which requires NQBP projects to:

- Have clear definition of the outcomes, including purpose, format and quality;
- Have continued business justification as outlined within the Business Case;
- Have defined scope of works;
- Have clearly defined roles and responsibilities;
- Meet all legislative requirements, including statutory regulations, environmental, health and safety standards;
- Meet commonly accepted industry standards and industry best practices;
- Be delivered within the defined budget; and
- Start and finish within the defined commencement and end dates.

NQBP projects shall be delivered using the Project Lifecycle Management functional module of NQBP's OnePort system.

NQBP may research, trial and develop new technologies where current technologies do not meet required standards.

3. Project Management Policy, Procedure and Legislative Framework

NQBP is a Government Owned Corporation and a port authority and is required to comply with its own policies, prescribed applicable legislation and State Government policies and procedures. This Policy should be read in conjunction with:

- a. Policy 2 – Compliance
- b. Policy 4 – Finance (Risk Management)
- c. Policy 5 –Safety
- d. Policy 7 – Environment
- e. Policy 10 - Operations
- f. Project Management System Framework
- g. Risk Management Manual
- h. 2.08 Procurement Procedure

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Version Control	Only electronic copy in HPE is controlled. To ensure any paper copy is current, please check the policy document list on ERIC.	Revision		3	
		Document Number		E17/00373	
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Approval	This Policy requires Board approval.	Date Approved		10/05/2022	

i. 2.09 Contract Management Procedure

4. Review Date

This Policy should be reviewed by 31 March 2024.

5. Definitions

Business Case: The justification for an organisational activity which typically contains costs, benefits, risks and timescales, and against which continuing viability is tested.

Contractors: means contractors or consultants engaged by NQBP under a personal services consultancy agreement or other similar arrangements.

NQBP: means North Queensland Bulk Ports Corporation Limited ACN 136 880 128.

NQBP Employee: means employees and Contractors of NQBP but does not include NQBP directors.

NQBP Personnel: means NQBP officers (for example NQBP directors) and NQBP Employees.

Project: means a temporary endeavour undertaken to deliver a unique product or service. A temporary organisation that is created for the purpose of delivering one or more business products according to an agreed Business Case.

Project Management: means the planning, delegating, monitoring and control of all aspects of the project, and the motivation of those involved, to achieve the project objectives within the expected performance targets for time, cost, quality, scope, benefits and risks. (PRINCE2 2009, p. 4)

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