

ACTION ITEM

Governing Board Agenda

Meeting Date July 28, 2009

Item Number	Item Title	Responsible Agents
VI.A.2	Project Management Effectiveness and Efficiency Review	Colleen Clark

Recommendation

It is respectfully recommended that the Governing Board review and support the appointment of an Internal Project Manager and an External Project Manager to work with the external consulting firm hired to perform the work described under RFP #2906-1. The internal project manager will be placed on a Temporary Administrative Reassignment pending completion and closure of the project. The estimated cost for the Internal Consultant will be \$119,115 and the external is \$50,000 for a total Project Management cost of \$169,115.

Justification

Due to the extensive collaboration required for the success of the third party review, it is recommended that both a full-time internal project manager, with extensive knowledge of the District and its processes, and a part-time external project manager, with expertise in organizational review, provide facilitation.

Internal:

- Oversees and facilitates the completion of contractor’s responsibilities as defined by the contracted scope of work approved by the Governing Board and Chancellor, ensuring consistency with timing, budget, and performance expectations.
- Project management is supported through reports, in writing with oral support, to internal management on the activities and progress of the contractor.
- Assesses and plans for the needs of the contractor, serving as the primary liaison between the contractor and all internal personnel; notifies appropriate internal management personnel of contractor’s information and support requirements; monitors the scope of the contractor’s activities ensuring alignment with the intention and focus of proposed work as well as timeline, budget, and overall performance.
- Meets routinely with the contractor’s personnel and internal personnel to facilitate the timely completion of the project; communicates requirements, issues of concern, and progress to the contractor’s primary contact and internal management.
- Develops and proposes to internal management changes to the original project timetable, budget, and scope, as necessary; reports weekly to internal management on the progress of the project with specific correlation to the project timetable, budget, and scope.

External:

- Responsible for providing consultative expertise in ways to improve organizational success.
- Focused work may include recommendations for areas of review.
- Provides research and recommendations for improving performance and well-being of employees upon review of behaviors and attitudes of both existing and recommended process improvements.

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>