

### Role of the Project Sponsor

The role of the Project Sponsor should include the following responsibilities:

#### ■ **Co-ordination**

To co-ordinate the actions and information required from the various sections of the authority and that required by professional advisers. For example, to ensure that estimated costs are produced for all items of expenditure for decision-making purposes, including construction, fees, fitting out, and operating costs, at project appraisal stage. This will also include ensuring all professional advisers have in their possession, and comply with the Council's Standing Orders, Financial Regulations, Procurement Manual and any approved budgetary control arrangements. The Project Sponsor needs to ensure that procedures are in place for co-ordinating the timetables of the individual professional advisers.

#### ■ **Communication**

To act as the single point of communication between the authority and the project team. This will ensure that information and advice from the design team is passed on to the correct people within the authority, and that instructions to the project team are properly authorised. Additionally, any contentious issues raised are conveyed to the Authorised Officer as and when necessary

#### ■ **Monitoring Performance**

As the main conduit for all communications with each member of the project team, including the contractor and professional advisers, the Project Sponsor is in an ideal position to ensure their performance is adequately monitored. This will include monitoring progress of the project in accordance with key dates and approved total project costs including professional fees. Monitoring procedures should, however, not involve the checking of work to such an extent that it dilutes the responsibility of the project team.

#### ■ **Monitoring Budgets**

The Project Sponsor should be responsible for ensuring comprehensive budgets are produced and that they are regularly updated. Such budgets should include all expected costs, including construction, fees, fitting out etc.

#### ■ **Reports**

The Project Sponsor should also be responsible for ensuring reports are produced and submitted to the appropriate Committee, as required by the authority's Financial Regulations or Contract Standing Orders.

Generally the duties of the Project Sponsor, for both capital and revenue contracts, include:

- helping the client define project objectives and prepare the project brief
- ensuring that committee approval is obtained to the formal brief
- providing recommendations on the selection of professional advisers to ensure fair fee competition, advise as necessary on performance related fees, secure arrangements for appointment and professional indemnity insurance
- ensuring the quality of design e.g. the building, operating system etc.
- ensuring value for money is obtained and advising the Council on capital and running costs
- seeking advice on maintenance implications of various design decisions
- advising professional advisers where the Council has standard specifications for materials and equipment
- recommending the form of project and procurement route
- agreeing budgetary control arrangements and assessing risk
- confirming that the design fully satisfies the project brief and service requirements
- setting an overall implementation timetable with key dates and monitoring progress against it
- monitoring professional advisers performance
- ensuring that as far as possible the project is fully designed at tender stage
- for construction contracts, ensuring that the number of Prime Cost and Provisional Sums included in the tender documents are kept to a minimum
- providing consultants with the information regarding project preliminaries and dates for tender return
- agreeing with professional advisers the list of contractors in line with Standing Orders and ensuring recommendations are made to the relevant committee
- ensuring professional advisers are fully conversant with the Council's procedures regarding invitation to tender

It is not essential for a Project Sponsor to be an expert in technical matters and procedures associated with the contract. What is important is that the Project Sponsor is an expert in project management and has full knowledge of the various people and sections of the authority that are relevant to the successful outcome of the project.