



Policy: Project Management

No: 200-17

Section: Administration

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Effective Date: November 7, 2017

Resolution #: 21-11-17

Last Revision Date: October 2023

Purpose:

As a means of ensuring that all projects undertaken are planned, managed and delivered in a consistent manner that takes into account the concept of best value and are fully compliant with all Township Policies, this framework has been established.

Definitions:

N/A

Policy:

- 1.0.** All capital projects (excluding equipment and vehicle purchases) exceeding \$50,000 in value shall have a Project Manager (PM) assigned from Staff within 2 weeks of approval in principal by Council, or sooner if Council or the Senior Management Team chooses. If the Project is over \$250,000 or of sufficient size or complexity; Staff may recommend, and Council may consider, appointing an outside Project Manager. The PM shall prepare a work schedule for the project in the approved form and submit to the CAO for final approval for the next month's Council Agenda. Monthly updates shall be provided to Council on the status of approved ongoing projects regardless of project status by the respective Project Managers in the required excel sheet (see template below).

Departments Affected:

All departments.

Next revision date: (every five years)

October 2028.

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.



Project Tracking Sheet

Project Name:	
Department:	
Project Lead:	

Project Tasks			
Task No.	Description	Start	Completion Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Financial Details	

Project Notes:

1	
2	
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