

TERMS OF REFERENCE FOR BURGESS HILL PROJECT MANAGERS' GROUP

The aim of the Burgess Hill Project Managers' Group is:

To monitor delivery of the individual projects comprising the Burgess Hill Growth Programme, to ensure projects remain aligned with the delivery of the programme's benefits, and to ensure that issues and risks for individual projects are managed pro-actively and effectively to minimise risk to the programme as a whole. To capture synergies between projects in order to enhance the programme's benefits delivery wherever possible.

The Role of the Project Managers' Group is to:

- Pro-actively monitor progress of individual projects, with particular emphasis on ensuring their continued contribution to the effective and timely delivery of the programme as a whole
- Monitor project risks and agree mitigating or remedial actions as required, with an emphasis on minimising and managing any risk to the programme's overall planned delivery schedule
- Promote a co-ordinated and collaborative approach to delivery of projects, maintaining strong shared alignment with the delivery of the overall programme benefits
- Escalate any project issues and risks that could impact at programme level to the Burgess Hill Growth Programme Board ensuring that the Programme Board has early sight of any project-level risk or issue that could prejudice the timely delivery of programme benefits
- Report progress to the Burgess Hill Growth Programme Board.

Membership shall comprise:

- Chair – the Regeneration and Economy Programme Manager
- Project managers of each project (please see Milestone Chart for 2017/18 which identifies the Project Managers)
- Growth Programme Delivery Manager from WSCC or other nominated representative from WSCC.

Meeting frequency:

The Project Managers' Group will meet monthly on a timeframe that allows advice to be provided to the Programme Board.