

### **Annex 3: Run and Grow Projects - Pipeline Management**

As part of the project pipeline management process, new project requests undergo an initial architecture review to ensure the project and the solution is understood. This review supports with checking for alignment with the Council's strategic priorities, current technology landscape and target architecture. The Architecture team also check to see if an existing solution could be used or if there are opportunities to combine needs from multiple business areas into a single project. These checks assist in managing workload and reduce the risk of implementing duplicate solutions.

Once a project is ready for mobilisation, the activity passes to the project delivery team who use Prince2 methodology to initiate a formal project. The project governance is defined by the size and requirements of each project but follow pre-defined workflows to ensure an appropriate level of control is applied to each project, from project initiation through to project closure. All projects are required to produce highlight reports at least once a month to ensure activity, delivery indicators, risks and issues are clearly identified and monitored.

The PMO (Project Management Office) and Transition and Change teams support the architecture and project delivery activity. These teams support governance and ensure standards are followed, and the portfolio of work is well managed. The PMO team also work with the IT&D Business Partners to prioritise work ensuring the right projects are worked on at the right time, in the right way.

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