

# Internal Capability Project Control Group - Membership and Terms of Reference

## Section 1 - Establishment

(1) The Internal Capability Project Control Group (IC PCG) was established in 2019 by the Internal Capability Strategy Sponsor, the Executive Director, Human Resources under delegation schedule 1, GOV14.

### Background

(2) The University Strategy 2022 consists of three focus areas - Our Communities, Our Students and Our Internal Capability. A program of work was established for each of these areas and assigned primary sponsorship from the Vice-Chancellor's Leadership Team.

(3) The project control groups for each focus area of the strategy will report into the Vice-Chancellor's Leadership Team in its capacity as the University Strategy Steering Committee.

### Purpose

(4) The Internal Capability Project Control Group has been established to provide governance and support to the Internal Capability focus area within the University strategy.

## Section 2 - Glossary

(5) For the purpose of this document:

- a. Strategy Steering Committee - means the Vice-Chancellor's Leadership Team in their capability as the University Strategy Steering Committee.
- b. Project Control Group - means the Internal Capability Project Control Group.

## Section 3 - Membership

(6) The members of the Internal Capability Project Control Group are:

- a. Executive Director, Human Resources (Project sponsor and Chair)
- b. Director, HR Partnerships, Division of Human Resources
- c. Director, Culture, Capability and Wellbeing, Division of Human Resources
- d. Manager, Strategic Change, Division of Human Resources
- e. Manager, Change Centre of Excellence, Division of Human Resources
- f. Representative for the Provost and Deputy Vice-Chancellor (Academic)
- g. Representative for the Deputy Vice-Chancellor (Students)
- h. Representative for the Deputy Vice-Chancellor (Research and Engagement)

- i. Representative for the Corporate Services Group
- j. Project Director, Office of Strategic Planning and Information
- k. Communication Officer, Office of the Vice-Chancellor
- l. Executive Officer, Division of Human Resources
- m. Change Advisor for Internal Capability, Division of Human Resources

### **Responsibilities of Project Control Group members**

(7) Members of the Project Control Group are responsible for supporting the sponsor and output owners in their roles by providing advice and guidance. Members commit to:

- a. ensuring that their respective group being represented is aware of the project and key stakeholders are identified and engaged;
- b. bringing views, input and contributions to the committee from their relevant portfolio/stakeholder groups;
- c. supporting and advocating for change and project activities across their portfolio and the wider University; and
- d. in some instances, members may be tasked with leading specific activities that contribute to the project's success, such as managing risks or issues, or the identification of resources required.

## **Section 4 - Functions and responsibilities**

(8) The Internal Capability Project Control Group has and may exercise the following functions for and on behalf of Charles Sturt University:

- a. manage the operational implementation of the projects and initiatives within the focus area;
- b. provide cross-functional guidance and direction to ensure outputs, milestones, timelines, budgets and risks are managed appropriately;
- c. escalate relevant risks and information to the Strategy Steering Committee;
- d. endorse recommendations;
- e. endorse any proposed changes to scope;
- f. guide and be involved in change management and sponsorship activities;
- g. identify benefits and measures to evaluate return on investment; and
- h. foster leader sponsorship and communications relating to all University strategy initiatives.

## **Section 5 - Meetings**

### **Quorum**

(9) A quorum shall be five regular members.

### **Meetings**

(10) The Project Control Group will meet approximately every six weeks. Additional meetings may be called by the Chair as required.

### **Conflicts of interest**

(11) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the meeting prior to discussion to the item of business.

## **Variations**

(12) Variations to the terms of reference and/or membership of the Project Control Group must be approved by the Chair.

## Status and Details

|                           |  |
|---------------------------|--|
| <b>Status</b>             | Historic   |
| <b>Effective Date</b>     | 1st November 2019  |
| <b>Review Date</b>        | 1st November 2021  |
| <b>Approval Authority</b> | Executive Director, Human Resources                                  |
| <b>Approval Date</b>      | 23rd October 2019  |
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