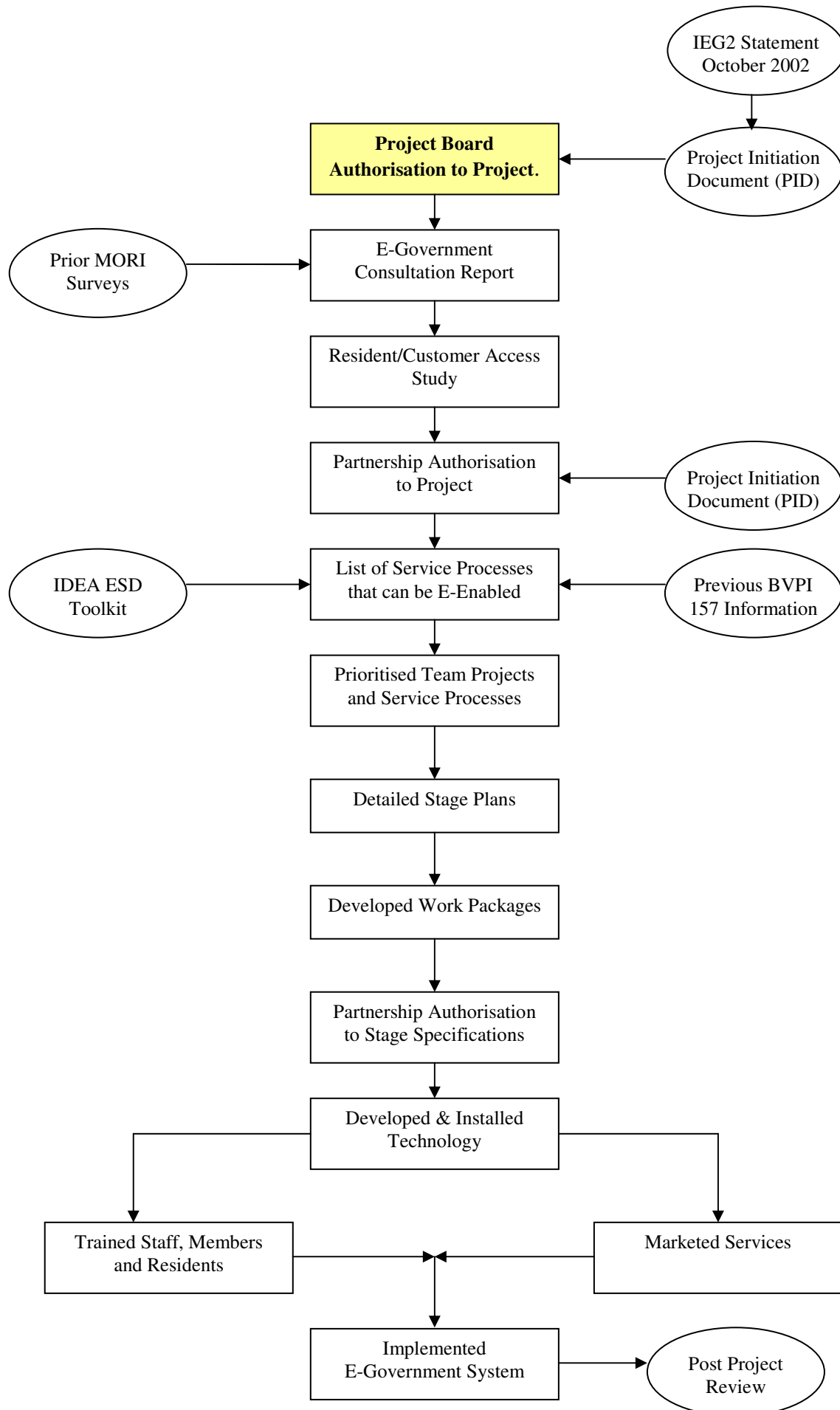

Hertsmere Borough Council

Implementing Electronic Government: **Project Board Authorisation to Project**

March 2003



Implementing E-Government @ Hertsmere **Project Board Authorisation to Project - 31 March 2003**

We have reviewed the Project Initiation Document Version 1.1 on pages 4 to 54 which have been prepared in accordance with the PRINCE2 Project Methodology.

Respective Project Responsibilities

As described on page 12 of the Project Initiation Document (PID), the Executive has the overall responsibility for direction and guidance of the Hertsmere E-Government project. The Project Board will make recommendations so that the Executive can make informed decisions on the E-Government project initiatives.

The Project Board Roles are as follows:

Business Executive - The single individual with overall responsibility for ensuring that the project meets its objectives and delivers the projected benefits. This individual should ensure that the project maintains its business focus, that it has clear authority and that the work, including risks, is actively managed. This person is the chairperson for Project Board Meetings and main contact for members of the Executive.

Senior Users - Accountable for ensuring that user needs are specified correctly and that the solution meets those needs.

Senior Suppliers - Provides knowledge and experience of the main disciplines involved in the production of the project's deliverables. They represent the supplier interests within the project and provide supplier resources.

Project Assurance - The Project Board's responsibility to assure itself that the project is being conducted correctly.

Project Manager - The person given the authority and responsibility to manage the project on a day-to-day basis to deliver the required products within the constraints agreed with the project board.

The assigned individuals and allocated responsibilities for each of the project board positions are identified on pages 11 and 12 of the PID.

Opinion

In our opinion the Project Initiation Document presents a suitable plan for Hertsmere Borough Council to follow in order to deliver the required E-Government objectives. We recommend that the Executive approve the Project Initiation Document to formally commence the project.

Certificate

We certify that we understand our roles as members of the project board in line with the requirements set out in the Project Initiation Document.

Business Executive _____ Date _____

Senior User _____ Date _____

Senior Supplier _____ Date _____