Organising For Success

Oversight Group

Terms of Reference

Purpose: To set and enact a clear vision, direction and strategic oversight for the Organising for Success Project, accountable for achieving defined objectives (PID) and the realisation of the benefits required by the University.

Responsibilities:

- Hold to account the Project Operational Group for their remit as defined in the group's Terms of Reference
- Receive monthly progress reports from the Project Director, the Executive Group Project Lead and the Project Operational Group
- Monitor and mitigate high level risk for the overall project
- Set overall scope, budget and quality standards for delivery
- Approve baseline project plan and agree sign-off stages
- Approve fundamental changes to scope, cost, quality or delivery timescales
- Clear obstacles for the Project that are escalated by the Project Operational Group
- Agree and monitor KPIs for the overall project, hold the Project Operational Group to account for achieving these and makes necessary changes and adjustments to the University to ensure the project delivers the expected benefits
- Call for independent health checks, scrutiny or audit of the project if major issues cannot be resolved
- Members of the Oversight Group lead and represent Organising for Success across the institution, act as change champions, enact the vision and the desired behaviours
- Manage by exception – make decisions if significant deviations from the agreed project parameters take place.

Meeting Schedule: monthly, the first hour of the last EG of each month

Membership:

Organising For Success role	Name	Institutional role
Full Members:		
Oversight Group members	The entirety of Executive Group	Executive Group remits
In attendance:		
O4S Project Director	Mark Ellis	Assistant Director, University Operations Support
O4S Communications Coordinator	Tim Davies	Strategic Communications and Engagement Manager
External Adviser	Nick Outlaw	n/a
Note taker and operational support:		
Supporting Project Manager	Silvia Rasca	Assistant Project Manager

Standing agenda:

1. Welcome and apologies	Chair
2. Minutes from the last meeting	Chair
3. Matters arising	Chair
4. Project Director and Senior Business Lead report *(verbal)*	MKE, DKE
5. Project Operational Group (POG) report *(written)*	DKE (POG chair)
6. Project Documentation review (Risk register; Issues log; Decisions log; Actions Log; Changes Log)	MKE
7. Substantive items	All
8. Communications summary	TD
9. Any Other Business	All