

Project Life Cycle



Project Support Services Unit



For more information on Project Management or to request copies of the Guidelines, contact :

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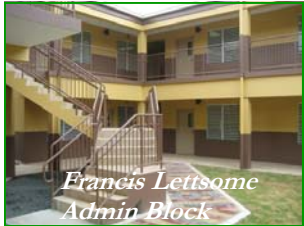
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"No Project is too small to be planned".

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HISTORY

In October 2000 the Government of the British Virgin Islands established the Project Cycle Management Unit within the Ministry of Finance and Economic Development. The Unit was set up to implement and maintain a project management system and procedures to ensure effective and efficient management of government projects. In 2005, the Unit was renamed Project Support Services Unit (PSSU) to better reflect its new roles and responsibilities.

Focus

- ◆ To promote project management techniques on Government projects.
- ◆ Advise government Ministries and Departments on project planning and management.
- ◆ Advise Financial Secretary on project planning and control.
- ◆ The goal of a project support office is to achieve 'value for dollar'.



WHAT IS PROJECT MANAGEMENT

- ◆ Project Management is the discipline of planning, organizing, and managing resources (people) to bring about the successful completion of a project.
- ◆ Project Management focuses on achieving specifically defined goals that are to be achieved by a certain time.

- ◆ Project management is the art of getting things done in a timely and efficient manner.
- ◆ Project Management aims to improve the performance of Government operations by effective problem solving, reducing cost, managing risks, and streamlining communication.



FUNCTIONS OF THE UNIT

The functions of the Project Support Services Unit can be categorized into the following areas:

Development Functions

Development functions involve training and developing project management capabilities within the public sector. PSSU personnel will conduct training to coach public officers in the project management processes and enable them to liaise successfully with contractors and project managers on government projects.

Support Functions

Support functions help project managers do their jobs more effectively by providing assistance and clarity of the project management processes. They include but are not limited to the following:

- ◆ User training on the **Eclipse Project Portfolio Management System**. This system provides a central database from which the planning and executing of projects are controlled.
- ◆ Establish a process to define priorities among projects.
- ◆ Provide templates for project management deliverables such as project proposals or business cases.
- ◆ Produce standard reports on the status of projects.

Control Functions

Control functions ensures that project management deliverables are produced and follow the established standards and processes.

- ◆ Establish project management standards. (Publication of the Project Management Guidelines).
- ◆ Define mandatory project control mechanisms such as status reports or project plans.
- ◆ Advise on contract management of development projects to provide financial oversight to the investment of capital.



TRAINING

Training workshops can be designed for target audiences across the Public Service from executive management to field officers on the following:

<i>Initiation & Planning</i>	<i>Eclipse PPM</i>
<i>Contract Management</i>	<i>Quality Control</i>
<i>Risk Management</i>	<i>Prioritize Projects</i>

The training schedule is published annually in the first quarter. Training can also be done by request.