

Conclusions - Project Monitoring: Strategic Action Plans (SAPs) and Action Status Reports (ASRs)

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Background

- **Strategic Action Plan**

Describes the project management system applied to the preparation, planning and implementation of the action until the final completion

- **Action Status Report**

The ASR describes the past events of a project. It should also give an update on the plans and other estimates for the remaining activities



Good practices

- Rob de Jong - Rijkswaterstaat Maaswerken
 - *Project management: from practice to SAP*

- Michel Croc - Réseau Ferré de France
 - *RFF practice, methods for implementation*



Similarities

- The SAP is a tool, the plan already exists
- Bringing together management and control system allows you to see the consistency
- Risk is not a problem
- Success - although, not high tech



Project management plan

Goals and objectives:

- Quality/Cost/Delivery
- Work Breakdown System /Final Product

Organisation :

1. Participants
 1. Owner
 2. Financial partners
 3. Project management
 4. Contractors
 5. Stakeholders
2. Responsibilities
3. Inside management
4. Outside management

- Management:
 1. Scheduling
 2. Managing tasks process
- Cost
 1. Budget
 2. Control process
- Risks
- Quality
- Documentation



The process of our SAP 3

- Our main project management and control tools
 - Scope management
 - Quality, time, money, organization, information
 - Administering the changes
 - Management of the measures with milestones
 - New estimates and planning at every milestone
 - Interface management
 - Risk management
 - Budget control including “unforeseen” and risk budget
 - Planning (probabilistic: with uncertainty and risks)
 - The reporting cycle
 - The planning cycle: which actions, money needed, money available
 - The audit and control cycle



Other perspectives

- Smaller projects and organizations, do they really have to deliver the same reports?
 - One size do not fit all
 - Public Money, management standards
 - SAP based on existing plan



Other perspectives

- If the SAP "already exists"; why not present it at the same time as the application?
- What about audit, it varies much between countries; can one be forced to make changes in the standard?



Other perspectives

- It's in the interest of the Agency to complete the Trans European Networks, therefore is the SAP of great importance for the agency, even for smaller projects



Not to be forgotten

- ASR was not discussed much at the breakout sessions. Lessons learnt from previous year shows that there are no big problems related to this report, although its important to remember to:
 - Present a well prepared report
 - Hand the report in on time. In 2010 at the latest on March 31.



Conclusions

- The SAP already exists
- The SAP should reflect the reality of the project
- Submission on time is critical
- SAP and ASR are complementary
- ASR – must not only review previous year but also look forward
- Risk management is particularly important

