

LONDON GATWICK NMB PROGRAMME STEERING GROUP PROCESS

Programme Steering Group Project Delivery Model		Works in conjunction with the Checkpoint Assurance Framework
Project Structure	<p>Sponsor: Rebecca Mian</p> <p>Delivery Team: Project Team defined on each Project Control Sheet, includes a dedication Expert</p> <p>Project Management: Egis (unless otherwise specified)</p> <p>Project Controls function: NMB Oversight Board, incl. Community Assembly feedback via ICR</p>	
Concept Development	<p>Define the Need and Benefit of the project through identifying:</p> <ul style="list-style-type: none"> - Project Objective - Functional Requirements - Baseline Scope - Key Assumptions - Constraints/Risks 	
Concept Design (Solution Approach)	<p>Define a logical solution with the functionality to deliver the Project Benefits.</p> <p>The execution plan will identify:</p> <ul style="list-style-type: none"> - Alignment with NMB Mission Statement - Any associated activities that might align with/impact the project - Tasks to be carried out - Assign responsibilities - Develop a schedule and associated timeline - Identify resources needed 	
Delivery Readiness	<p>Drawing from the Design stage, identify and execute all activities needed to achieve the Project Objective, maintaining sight of the NMB Mission Statement, and Risks.</p> <p>This phase will vary per project, with some iteration loops needing to be identified and built into the project timeline.</p>	
Safe to Operate	<p>Testing of concept, design, or theory to ascertain efficacy of Project Design against the Concept Development and NMB Mission Statement.</p> <p>This phase may need several iterations and will vary from project to project.</p>	
Handover & Close Out	<p>Identify the activities that are needed to ensure the project is finalised; this will vary from project to project and may be a final report, a handover to the Airspace Office or Airspace Modernisation team, or a follow-on project.</p> <p>In order to close out the project, these activities – or the plan/proposal for – must be brought in to effect and the benefits revisited/identified and/or realised.</p>	
Health Checkpoints	<p>Where a Project Milestone does not coincide with an Oversight Board meeting, a Project Healthcheck will take place. This will serve as an update of project progress with no need for approval to continue.</p>	