

The Program Decision Guide provides guidance on the level of authority granted to the Program Manager, Executive Sponsor, Program Board, Project Boards and the Overall Governing Committee (such as Technology Strategy Committee). These levels of authority change depending on the classification/categorisation and weighted to the highest level of the projects involved. For example, if a Program contains a Tier 1 Project and two Tier 2 projects, then decisions are set at the Tier 1 level. Changes to the program baseline, agreed in writing by the relevant decision maker, must be advised to the Governance Hub within 1 working day for action.

Type of Decision	Program Manager	Executive Sponsor & Chief Information Officer	Project Board	Program Board	Overall Governing Committee
<b>Program Baseline</b>	<p>The <b>Program Manager</b> has the authority to make decisions regarding the day to day management of the program of work. These operational decisions cannot change the agreed program baselines (Scope, Time, Benefits, Risk, Quality and Budget).</p>	<p>The <b>Executive Sponsor</b> and <b>Chief Information Officer</b> have the authority to make decisions regarding the management of the program however cannot change the:</p> <ul style="list-style-type: none"> <li>Budget more than +10%</li> <li>Delivery Date more than + 10 weeks</li> </ul> <p>The decisions can:</p> <ul style="list-style-type: none"> <li>Clarify scope statements</li> <li>Change the sequencing of the program to provide a better outcome</li> <li>Change the scope, with up to a work effort impact of up to 20%</li> <li>Change the allocation of budget between fiscal quarters</li> </ul> <p>The <b>Executive Sponsor</b> and <b>Chief Information Officer</b> have the authority to approve the program delivery documentation and Program Manager Tranche Report.</p>	<p>The <b>Project Board</b> has the authority to make decisions regarding the management of the project. These decisions cannot change the Project's:</p> <ul style="list-style-type: none"> <li>Budget more than +10%</li> <li>Delivery Date more than + 10 weeks</li> </ul> <p>Where a project does not hold sufficient contingency, the request to increase the budget of the project must be referred to the Program Board.</p> <p>The decisions can:</p> <ul style="list-style-type: none"> <li>Change the sequencing of the project to provide a better outcome</li> <li>Change the scope, with up to a work effort impact of up to 20%</li> <li>Change the allocation of budget between fiscal quarters</li> <li>Change the acceptance criteria of the project</li> </ul>	<p>The <b>Program Board</b> resolves strategic and directional disputes between projects within the program and makes decisions regarding the management of the program however cannot change the:</p> <ul style="list-style-type: none"> <li>Budget more than +10%</li> <li>Delivery Date more than + 10 weeks</li> </ul> <p>The decisions can:</p> <ul style="list-style-type: none"> <li>Clarify scope statements</li> <li>Change the sequencing of the program to provide a better outcome</li> <li>Change the scope, with up to a work effort impact of up to 20%</li> <li>Change the allocation of budget between fiscal quarters</li> </ul> <p>The <b>Program Board</b> have the authority to approve the program delivery documentation and Program Manager Tranche Report.</p>	<p>The <b>Overall Governing Committee</b> has ultimate authority over the program. It is able to make decisions regarding the Program's:</p> <ul style="list-style-type: none"> <li>Scope</li> <li>Time</li> <li>Benefits</li> <li>Risk</li> <li>Quality</li> <li>Budget.</li> </ul> <p>In the case of Treasury appropriation, these decisions can not change the end date of the Program or funding envelope without formal agreement from Treasury.</p>

			<ul style="list-style-type: none"> <li>Change the treatment date for issues by up to 10 weeks.</li> </ul> <p>The <b>Project Board</b> has the authority to approve the Project Initiation Document (PID) and Stage Gate Reports.</p>		
<b>Program Risk</b>	The <b>Program Manager</b> has the authority to raise risks and conduct an initial assessment against the Risk Management Approach.	The <b>Executive Sponsor and Chief Information Officer</b> have the authority to review risks and approve the Program Managers assessment and proposed treatment plan for risks rated (pre-treatment) as Insignificant, Minor and Moderate.  The <b>Executive Sponsor and Chief Information Officer</b> has the authority to set a treatment plan for risks rated (pre-treatment) as Insignificant, Minor and Moderate.	The <b>Project Board</b> has the authority to review risks and approve the Project Managers assessment and treatment plan for risks rated (pre-treatment) as High or Extreme.  The <b>Project Board</b> has the authority to set a treatment plan for all project risks.	The <b>Program Board</b> has the authority to review risks and approve the Program Managers assessment and treatment plan for risks rated (pre-treatment) as High or Extreme.  The <b>Program Board</b> has the authority to set a treatment plan for all program risks.	The <b>Overall Governing Committee</b> has the ultimate authority over all program risks and their respective treatment plans.
<b>Program Issues</b>	The <b>Program Manager</b> has the authority to raise issues, recommend a treatment plan and action an endorsed treatment plan.	The <b>Executive Sponsor and Chief Information Officer</b> have the authority to approve a recommended treatment plan for issues rated as Convenient, Timely and Prompt.	The <b>Project Board</b> has the authority to approve a recommended treatment plan / or set a treatment plan for all project issues.	The <b>Program Board</b> has the authority to approve a recommended treatment plan / or set a treatment plan for all program issues.	The <b>Overall Governing Committee</b> has the ultimate authority over all program issues and their respective treatment plans.