Project Terms of Reference

CARNIVAL UK

This form should be completed by Business Lead & Project Manager, agreed by Working Group	
Details	
Project Name	CUK Project Management (PM) Peer Support Group (PSG)
Project Manager	Aishwarya Parui & Craig Baker
Business Lead	
Review Date	17 April 2023

Background
- *The context for the work, the overall aims of the work and any references to other pieces of work that the team should take into account when commencing*

1. The PM PSG is an employee-led networking forum attended by project management professionals and those aspiring to be, from across the Carnival UK business that provides an opportunity for networking, knowledge exchange, sharing experiences and challenges as well as best practice of project management and general planning

Objectives
- *What is this piece of work going to achieve?*
- *What problem is it going to solve?*

1. To build the knowledge and confidence completing submissions for project planning, project implementation, MS projects, applications required for PMs such as AMOS, OCS and other procurement requests
2. Raise awareness of relevant webinars and external workshops, (APM, PMI, Change Management) that PMs may find interesting and wish to attend or participate in
3. Provide greater clarity of project management roles, responsibilities and structures across different departments to improve lines of communication and ways of working
4. Explore opportunities where corporate membership to a project management body such as APM/PMI is possible
5. Provide an open and safe space for exchange of ideas, practices, toolkits and experiences amongst PMs across all areas of the CUK business in an informal setting
6. Additionally, understand opportunities to support the *CFP* with alignment of project management methods and governance across CUK and the development of tools and resources; currently different departments have very different ways of working – *DEPENDENCY on outcome of CFP review*

Scope
- *What is in scope and out of the scope of the work, list the criteria including:*
    - *The technical systems involved or that are required*
    - *The business processes that will be affected by this work*
    - *What hardware and software is required (or specifically out of scope)*
    - *Where the project will take place, what locations are affected and what locations will be out of scope for the purpose of this work*
    - *What third parties will be involved*
    - *Who will be affected, and which teams or individuals will specifically be out of scope*

7. In Scope
    a. Monthly, 45 min sessions hosted online and in-person
    b. Development of calendar that captures social, networking and webinar/TED talk events
    c. Org. diagram of project management peers across the business
    d. Development and management of comms and file sharing channels such as MS Teams
    e. Additional ways to promote the peer forum such as the Internal Comms Weekly Round Up and inclusion in Company Induction and page on The Insider
    f. Capturing best practices, exchange of toolkits such as PM applications, templates, logs, across the business and archiving them in the teams channel

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g. Establishment of link and feedback loop between PM PSG and *CFP* along with tracking of action items

8. Out of Scope
   a. Project governance, controls and amends to established templates – topics covered by Best Practise Working Group (*CFP*) – TBC

Constraints
- *Documents any project constraints, such as timescales, the available budget, the resources available or any legislative or regulatory frameworks that have to be considered*

9. No budget for travel and attendance of external events – colleagues to cover costs themselves
10. Business priorities and workload constraints that impact colleagues' availability to attend PM PSG monthly sessions
11. Frequency and agendas for *CFP* – likely to determine when suggestions can be put forward for consideration

Assumptions
- *These are the things that you don't yet know for certain but that will have an impact on the piece of work later on*

12. Assumptions – The team strength in numbers may increase/decrease which will have an impact on how the sessions are managed and led.

Design Principles
- *List any design principles that the project is following*

13. A balance of informal discussions and the odd guest speaker
14. Clear naming conventions for meeting recordings and documents to ensure it remains simple and clear for users to search
15. Ensure all recordings, documents and calendar details are available for all

Roles and Responsibilities
- *Project Sponsor - Business Lead - Project Manager*
- *Working Group Who is on the team? In this section document the names and roles of the people who will be carrying out the work.*
- *Governance Structure – who is required to sign off*

16. Roles and Responsibilities Text

Deliverables
- *What is the work going to deliver*
- *High-level description of the outputs of the work*
- *High-level milestones from your project*

17. Knowledge and skills development for project management individuals
18. Improve communication and collaboration between colleagues, projects and business functions
19. Greater awareness of external networking events that provide opportunities for colleagues to further raise awareness of the business

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