

# PMO Project Closure Report

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1. Project title	District Emergency Control Centre Plan		5. Reference	P140
2. Managed By	Lisa Lipscombe, Contingency Planning & Council Safety Officer; Jim Nolan, Assistant Director - Environment & Neighbourhoods (NNS01)		6. Creation Date	30-Mar-2017
3. Sponsored By	Derek Macnab, Acting Chief Executive		7. Last Modified Date	05-Jun-2018
4. Corporate Plan link	3.b.2016 To utilise modern technology to enable Council officers and members to work more effectively, in order to provide enhanced services to customers and make Council services and information easier to access			
8.		Baseline	Actual	
Start Dates		18-Oct-2016	18-Oct-2016	
End Dates		30-Apr-2017	05-Jun-2018	
Budget				
9. Timeline				
30-Nov-2016	Charter Approval			
30-Apr-2018	Initial discovery/desktop research/establishment of working group and solution options			
30-Apr-2018	Solution proposals and selection by Management Board			
30-Apr-2018	Solution development, testing and training			
30-Apr-2018	Solution implementation			
30-Apr-2018	Evaluation of project.			
10. Executive Summary			11. Recommendations	
<b>What was the project?</b> The project was to ensure that provisions are made for the operation of a District Emergency Control Centre (DECC) in the event of a Civil Emergency. <b>What did you do?</b> Met with the former project manager and the project sponsor to review the existing arrangements. It was agreed that EFDC response arrangements for a localised civil emergency clearly show the planned set up of a control mechanism for control of an emergency (found in EFDC Civil Emergency Plan 2015-2020. It was also agreed that the need for the new provisions will be reviewed when the accommodation review is complete. <b>Why was it established?</b> Due to an accommodation review it was thought that the existing arrangements in the event of Civil Emergency were out of date and it was felt that new provisions are needed.			To formally close the project The issue is to be dealt with in BAU	
12. Benefits				
<input type="checkbox"/> Improved response to Civil Emergencies <input type="checkbox"/> Meet or exceed statutory/regulatory requirements <input type="checkbox"/> Increased preparedness (internal) <input type="checkbox"/> Improved staff awareness				

<b>13. Projects and/or programmes of work that are affected by this project</b>	
P139 - Pandemic Flu Plan P141 - Business Continuity Plan Template P135 Leisure Management Contract	
<b>14. What went well?</b>	<b>15. Areas to be improved?</b>
The new project manager met with the previous project manager and the project sponsor and concluded that the existing plan is fit for purpose and that it will be reviewed when accommodation review is complete	<ul style="list-style-type: none"> <li>• There was insufficient internal resource available to complete the work within the original timeframe. Deadline for this project was extended on 3 occasions where the previous project manager had limited capacity to complete the 3 projects he was managing due to his workload on the Leisure Management Contract.</li> <li>• Project member management needs to be considered as two project members were not involved.</li> </ul>
<b>16. Findings</b>	
Decision to close this project was based on evidence found in EFDC Civil Emergency Plan 2015-2020. Deadline for this project has been extended on four occasions. The former project manager had limited capacity to complete the 3 projects he was managing (P139 - Pandemic Flu Plan, P140 - Emergency District Control Centre Plan and P141 - Business Continuity Plan Template) due to his workload on the Leisure Management Contract project (P135).	
<b>17. Data</b>	
EFDC Civil Emergency Plan 2015-2020	
<b>18. Project Members</b>	
EFDC01 - All internal staff	
<b>19. Workstream</b>	
WS7 Closed Projects and Programmes	