

RMR Agenda

The following questions will be addressed by the RMR:

- Work Breakdown Structure
 - Is there a valid WBS? Does it cover the complete project?
 - Are there WP descriptions? Are these detailed enough? Do they have WP managers assigned, institutions identified, durations identified, inputs and outputs identified and deliverables defined?
 - Are responsibilities identified in the WPs?
- Risk
 - Is there a risk register?
 - Are all the risks identified?
 - Does each risk have an associated schedule/financial impact identified? How was this calculated?
 - Are the mitigation plans sound?
 - How often is the risk register to be reviewed?
- Schedule
 - Is there a schedule that shows the overall project timeline?
 - Is it detailed enough to show all WPs?
 - Are there deliverables and milestones identified?
 - Have project review points been incorporated into the schedule?
 - Has schedule contingency been included into the project?
 - Have the critical tasks been identified?
- Costs
 - Have costs been presented in a clear way including a summary of overall project costs and individual WP costs? Costs should be presented as a) "new" costs to STFC (i.e., at 80% fEC apart from exceptions) and b) total project cost to STFC, which would include (a) plus other STFC funding already in place e.g. Rolling grant support.
 - Has appropriate levels of cost contingency and working allowance been put into the costs?
 - How were the costs derived? Bottom-up/top-down?
 - Have quotations been sought for hardware buys?
 - Will further funds be required after completion of this project? If so can they be estimated and a not-to-exceed cost be given?
- Management
 - Has a project manager been identified? With sufficient effort allocated?
 - Have key personnel been identified?
 - Have all posts been justified?
 - Have the resources required been clearly identified?
 - Is there a clear management structure?
 - How will risk be managed?
 - How will costs be controlled?

- What reporting is there up and down the management chain?
- Has a meeting plan been included?
- Are the responsibilities of collaborators been clearly identified?