

Tyne Valley MTB: Project Working Practices

Objectives of this document

This document sets out the roles and responsibilities of Project Managers (PMs), club members and volunteers when working together on any work project undertaken in the name of Tyne Valley MTB. The directive style of the 'rules' set out in bold (blue) below is deliberately intended to avoid opportunities for misinterpretation.

All references to "in writing" include email.

Background

The reputation of Tyne Valley MTB stands or falls on its reputation and track record. Our reputation is shaped primarily by our ability to undertake appropriate tasks in a suitable manner as agreed, on time and within budget. To ensure that we achieve these objectives it is essential that all members and volunteers (and any associates and sub-contractors working on a project) understand their respective responsibilities whether as the Project Manager or as project team members.

Roles

Project Manager

To agree with the client or hosts and project team members and / or volunteers:

- **What will be delivered;**
- **When it will be delivered;**
- **At what cost; and for sub contractors the number of days worked plus expenses if allowable, other costs including VAT if applicable;**
- **To confirm any variations from the agreed project specification;**
- **To manage project delivery on time and within budget.**

Project team member

To deliver:

- **What is asked for, where, when and how**

Will there be enough money to do the job?

Written quotations are not 'estimates' and are binding upon Tyne Valley MTB or its appointed contractors unless it is made clear to the client or host in writing that figures are provisional and are to be the subject of future agreement.

When it is necessary to give a potential client or host a verbal indication of the likely cost for a project this must be followed up with written confirmation of the said costs based on a proper assessment of the time needed to complete all of the various activities involved including project management.

Will that allow enough for expenses?

Using a percentage of the anticipated project costs, say 10%, may be enough to establish a rough figure but is not always sufficient to accurately predict final costs, particularly if there is to be a lot of travelling or overnight stays.

In a small number of cases where a project appears unlikely to incur a significant level of expenses it is acceptable to submit an "all-in" price (i.e. inclusive of expenses) where Tyne Valley MTB or its appointed contractor takes a risk on the level of expenses (these will mainly be projects with negligible travelling e.g. desk-based research)

In all other cases estimates of expenses/disbursements must be based on a thorough examination of the likely expenditure, e.g. any travel and subsistence costs.

How will time be allocated?

The bid/offer will be based on an understanding of the time needed to complete a range of tasks. It is the responsibility of the Project Manager to determine the scale and scope of each activity and not the team member.

What is the procedure if the Project Manager, work team or appointed sub contractor cannot deliver the task[s] expected of them

It is the responsibility of a Project Manager to alert all relevant parties if this should occur as soon as such knowledge is available.

Who is responsible for budget management & all aspects of cash flow?

This is the responsibility of the named person set out at the commencement of the agreement or contract. All associated duties in this respect should be carried out to the highest standards.