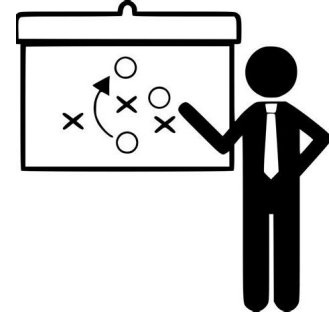# Regional Council HRIS Project Governance Coaching, Advice and Support

Introduction

The Council was replacing their HRIS and was the largest project that the Council has undertaken. They did not have the skill or understanding how to commence the project and did not what the vendor to manage the project on their behalf.

The Council did not have sufficient budget to employ a contractor so we were engaged to provide governance, coaching and advice to their project team.

Our coaching and training involved:

➢ Working with the sponsor to ensure they understood their role and commitment
➢ Establishing the governance team and structure
➢ Training on
   o Creating project schedule and resource plan
   o Defining requirements
   o Aspects of change management
   o Scope and requirements control
   o Managing the vendor and budget
   o Integrating the vendor and Councils processes e.g. risk, testing,

Roles and Responsibilities and Gaps

A Skills Matrix was developed to highlight gaps and a plan put in place to address the gaps where possible.

Role	Resource Status
Business Analyst	🟥
Change Management	🟥
Project Management	🟩
Configuration	🟨
Business Improvement	🟥
Data Migration	🟩
Testing	🟨
Deploy	
T1 Maintenance	

T1 Database management	
GIS	
Reports Development	

Time was spent to ensure that the plan was used and could be used, i.e. understood by the project manager and stakeholders.

Project Advice

We continued to provide advice and coaching throughout the life of the project, although our involvement as infrequent as the skill level of Council increased and the processes put in place were adopted.