**Project Resource Sharing Protocol**

In order to use this template, just erase the green instructions and replace with your own project-specific content.

**Background**

This protocol has been created to assist project manager’s in requesting resources from other departments / schools / areas to be assigned as a member of a College project team.

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| --- | --- |
| **Project Name:** | Project Name |
| **Project Sponsor:** | Name, Title |
| **Project Manager:** | Name, Title (Dept/School) |
| **Project Duration:** | MM/YY to MM/YY |
| **Staff member name or position (if known):** | Name / position / skill set required |

**Project Manager to provide supervisor with the following information:**

|  |  |
| --- | --- |
| **Considerations:** | **Specifics:** |
| ***Time period and hours:*** | The estimated:   * start/end dates * hours per week/month etc. requested. |
| ***Tasks / responsibilities:*** | The tasks / responsibilities (e.g. subject matter expert, consultant, task resources etc.) of the resource requested. |
| ***Impact on the resources’ home department:*** | After initial discussion with the staff members supervisor - State known considerations regarding any anticipated disruption the arrangement will have for the department, how current levels of service delivery or operations could be maintained and how the absence of the staff member could impact other priorities (i.e. projects). |
| ***Changes to Job Description:*** | After initial discussion with the staff members supervisor and HR rep. – State the extent to which the staff member’s job description needs to change temporarily (including any payband change). |
| ***Other considerations for a Specific knowledge / experience / skill set*:** | Name other possible resources (e.g. consultants) that could be considered for a specific knowledge /experience / skill set that is not available within the College. |
| ***Benefit to College:*** | State the benefit to the College as a whole of the assignment of the resource to the project. |
| **Other Project Information relevant to this request:** | Other Information of relevance. |

It is recognised that while the above will be considered where a request has been made, the decisions may differ across departments due to various other factors not referenced above.

**Request Process**

Where a project manager wishes to request a resource to be assigned as a project team member, the Project Charter is to be provided to the applicable supervisor of the resource for review and sign-off. In some situations the appropriate ELT members and Project Sponsor may need to be involved if the project manager and resource supervisor are not able to come to an agreement on the request.

In an effort to understand the skills that have resources have that are available at the College, the *PMO Steering Committee* is supporting the creation of a **Skills Matching** initiative that was first identified as a MetaProject idea. This database would enable project managers to identify possible resources according to the skills that are needed on a project.