

Project Quality Assurance Forum Charter



Version 1.0

Purpose

The Project Quality Assurance Forum (the Forum) was established to develop and advocate for good practice in project quality assurance (PQA) services on behalf of the users of those services and those who provide them. The Forum is a non-commercial group open to public and private sector users and providers of PQA services.

Objectives

The Forum has two objectives:

- **Education:** to educate providers and users of PQA services on good PQA practice
- **Advocacy:** to promote awareness of PQA practices, their value to users, and opportunities for their use.

Background

Repeated international studies have found that waste in projects and programmes caused by poor quality project scoping and delivery is significant – as high as 30% in the average organisation. Quality assurance (QA) standards and practices in projects vary widely, with many projects making minimal use of PQA advice, and others being unsure of how to scope their PQA needs or how to test for quality in their provision.

Scope

The word 'project' is used in a general sense and includes projects, programmes, portfolios, and other initiatives where new investment or business change is occurring in an organisation at any level and on any scale.

The sectors and industries that are intended to benefit from the activities of the Forum are not limited, and include ICT-enabled change (including IT projects), business change or transformation, civil engineering (horizontal or vertical), and both the public and private sectors.

The services that are a focus of the Forum include (but are not limited to):

- PQA reviews of projects, programme, and portfolios
- The provision of independent forward-looking advice following PQA reviews and QA activities in general
- Project, programme and portfolio health checks
- Technical QA
- Gate mentoring processes (meaning generically, and not Gateway™ specifically)
- The relationships between and the provision of advice on the above activities and their scoping, planning and execution.

The Forum is not a provider of PQA services. The Forum represents the practice of PQA as a whole and not the interests of individual persons or organisations.

Values

The Forum has three core operating values:

- **Pragmatism:** guidance developed by the Forum, and educational and advocacy activities performed by the Forum, must be developed from a basis of success in practice, not in theory
- **Experience:** Forum members are expected to be PQA users or providers who can contribute value into Forum discussions and the development of PQA practices
- **Contribution:** All Forum members are expected to actively participate in and contribute to the meetings and activities of the Forum.

Steering Committee

A Steering Committee (the Committee) provides direction for the Forum, determining the scope of meetings and Forum activities:

- Executive (voting) members of the Committee are not to exceed 8 people or be less than 5 people
- The Committee may include up to a further 3 non-executive (non-voting) advisory members, giving a maximum possible Committee size of 11 people
- All Committee members must be able to contribute to discussions by being a person recognised in their field
- New Committee members must be nominated by existing Committee members, and membership must be discussed and agreed by the Committee
- All decisions of the Committee must be supported by a majority of Committee members (excluding non-executive members), with a quorum of those members comprising not less than 4 people
- The Committee will meet formally every two months or as otherwise agreed by the Committee with any additional working meetings being held as required.

Ground Rules

Forum members will:

- Act in the best interests of the Forum in accordance with the Charter at all times
- Be willing to contribute more to the Forum than is gained from it
- Respect confidentiality (the 'Chatham House' rule applies)
- Encourage and contribute to the discussion
- Encourage and use simple language in discussion and in documents
- Follow through on all actions / commitments
- Operate in accordance with the Forum's agreed PQA principles.

Forum Events

Education and advocacy events conducted by the Forum will be open to all persons who are active in, or have an interest in, PQA services. Forum events, including Forum meetings, will be held quarterly or as otherwise agreed by the Committee.

Cost

The intention is to maintain a cost-free forum, other than for the cost of hosting meetings.