

Palliative care decision making groups

Palliative care consortium project lead agency

Function in implementing *Strengthening palliative care: Policy and strategic directions 2011–2015 (policy)*

Ensure projects that are undertaken on behalf of the palliative care consortium are managed effectively

Role

- Ensure there is consortium input into the project mandate and project decision-making processes
- Provide project reports to the consortium on an agreed basis

Responsibilities

- Complete a memorandum of understanding (MOU) between the project lead agency and the palliative care consortium, where required
- Design and develop a project management structure that describes the support provided to the project executive and consortium, reporting processes, the stakeholder communication plan, quality and risk management, and evaluation
- Undertake administrative tasks including acquitting project funds on behalf of the consortium
- Liaise with the consortium for the purpose of meeting accountability requirements
- Nominate a suitable senior staff member to act as the key contact point for the consortium for the specific project deliverables

Structure

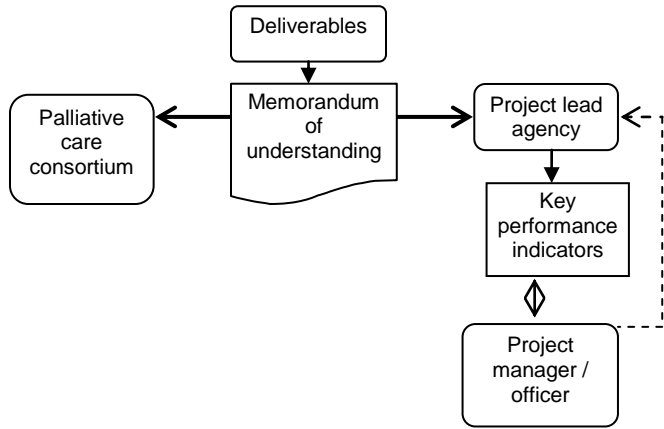
- Ensure appropriate representation on the project executive and include documented delegations when required (for example, the consortium chair may delegate the consortium manager to attend and contribute to meetings)
- The project manager is to liaise regularly with the consortium manager
- Ensure consortium endorsement at all key decision-making points throughout project as agreed in the MOU
- Ensure clarity regarding project reporting as agreed and detailed in the MOU
- Include a statement in the MOU regarding agreed access for the project manager and/or consortium manager to palliative care data and information for the region, and as appropriate for the project requirements
- Ensure a risk management plan for conflict resolution is developed as part of the MOU
- Ensure clarity regarding the role of the lead agency in providing direct management and support of project worker(s) including consortium projects within organisational auspice

Communication / relationship with other groups

- Provide project reports to the consortium/executive/department as required
- Both the consortium and lead agency agree to review progress at the end of the project

An example 'project management and reporting' flow chart is attached

Option 1



Option 2

