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| NZ Govt Logo | CS Project Management Services Service Framework: Consultancy and Professional Services: Data and Information Services: CS Project Management Services | Company logo |

**Service Definition**

Project management is the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time. The primary challenge of project management is to achieve all the project goals within the given constraints (Wikipedia).

CS project management services have a focus on content services migration/transition.

**Service Contact Details**

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| Contact Name: |  |
| Contact Number: |  |
| Contact Email: |  |

**Service Competencies**

CS project management key competencies (tick all that apply):

Project planning (ability to develop and execute a project plan)

Project integration management (ability to co-ordinate diverse components of the project to achieve required balance of time, cost and quality)

Project scope management (ability to effectively manage change control and avoid scope creep)

Project time management (ability to ensure timely completion of projects)

Project cost management (ability to ensure that projects are completed within budget)

Project quality management (ability to ensure that the objectives of the project are met)

Project human resource management (ability to employ quality leadership to achieve quality teamwork)

Project reporting management (ability to distribute quality project information)

Project risk management (ability to ensure that key risks are identified and properly managed)

Ability to manage multiple projects within a programme of work

Knowledge about industry recognised content management systems

Experience in project management of implementation and/or migration of content management systems.

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| Other Competencies | Please outline any other relevant competencies. |
| Provide Examples | Limit 1000 characters.  Please provide examples which demonstrate how you have used the competencies described above in providing project management services to your customers. |
| Case Studies (optional) | Please provide case studies (in PDF format or URL link) as supporting evidence. |

**Service Delivery Capabilities**

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| Resource Availability | Please set out your organisation’s approach for selecting, maintaining and managing the availability of its resources so that requests from agencies can be met in a timely manner. |
| Capability Development | Please set out your organisation’s approach for developing and maintaining the capability of its resources, including the nature and level of investment in individual resources for keeping up-to-date with trends and techniques of their respective discipline and knowledge of the Public Sector environment. |
| Knowledge Management | Please set out your organisation’s approach for managing the retention and transfer of knowledge created by its resources, including: knowledge management practices that ensure transfer of knowledge within the organisation’s resources and agency staff, how resources will identify opportunities to improve agency systems and processes, and how resources will add value over and above the contracted service. |
| Security | Please confirm you have a personnel vetting process which includes the New Zealand Ministry of Justice criminal record checks or equivalent, covering all staff and that this covers any sub-contractors or 3rd parties who will deliver the proposed Service(s). |

**Pricing Model**

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| Standard Rate Card | Please provide your standard rate card or pricing model |
| Pricing Model | Please note that this pricing is indicative and final pricing will be negotiated when you conclude the SOW.  Agencies will look at pricing to decide initial shortlist, so please provide meaningful info, such as   * Rate card * Blended rates * Volume discounts * Outcome based pricing options |