

TERMS OF REFERENCE

COMMITTEE	PROGRAM CONTROL BOARD (PCB - Education Strategy)
OBJECTIVE	To provide governance and oversight for the Education portion of the University Strategy 2016-2020.
PURPOSE	<p>The Program Control Board (Education Strategy) will provide overall governance of the implementation of a group of related initiatives. The board is responsible for managing the approach, scope, progress, budget, benefits realisation, risks and issues and timelines.</p> <p>They key day-to-day decision-making responsibilities are delegated to the Executive Owners (and their teams) via the Education Strategy Implementation Working Party.</p>
TERMS OF REFERENCE	<p>The Program Control Board will:</p> <ul style="list-style-type: none"> ▪ provide direction to the individual initiative work streams ▪ monitor the roadmap and ensure the program is structured for success ▪ monitor adherence to strategy, scope and plans ▪ manage the funding within the envelope agreed ▪ understand and monitor key dependencies ▪ monitor the benefits realisation and KPIs and ensure that the program is structured to achieve the benefits ▪ recommend major decisions to the Strategy Governance Board (SGB), including any changes to high-level scope, timeframes or approach ▪ monitor program risks ▪ actively advocate for the initiatives
CHAIR	Deputy Vice-Chancellor (Education)
MEMBERSHIP	<p>Deputy Vice-Chancellor (Education), Professor Pip Pattison Nominee of Vice Principal (Strategy), Dr Margaret Faedo Director, Education Strategy, Associate Professor Peter McCallum Director, Digital Strategy ICT, Mr Mike Day Deputy Registrar, Mr Brendon Nelson</p> <p>Faculty representation Dean Representative, Professor Gregory Whitwell, Business Faculty Manager Representative, Ms Leah Hill, Faculty of Arts and Social Sciences</p> <p>Program Managers (as required)</p> <ul style="list-style-type: none"> ▪ Education Program Manager, Dr Leah Schwartz ▪ ICT Program Manager, Mr Adam Wollins ▪ Individual Delivery Managers for implementation work streams/project leads

ATTENDEES	All members should attend all meetings unless excused by the Chair Members should send a representative on their behalf if they are unable to attend.
SECRETARIAT	Sarah Hepworth
MEETING FREQUENCY	Monthly
MINUTES	Decisions and action items