



OVERSIGHT

7

TOOLS

GUIDANCE

Project Board

hold
Project Board Reviews
Hold reviews at least annually

Project Board
Project Board TOR

Project review
Considers: Programme/
project reporting, quality
assurance data,
evaluations, risk
assessment, required
partnerships and
operational bottlenecks
and issues

Programme Officer

record
Decisions
in minutes
Record changes to the project in minutes
of Project Board meetings

Recording changes
The programme manager
must inform project
boards of all decisions
and actions relevant to
the respective projects.
Project boards and
project managers must
operationalize agreed
changes made at the
programme level through,
where necessary, revising
corresponding project
documents

8 **MANAGE CHANGE**