

Appendix C: Project Management

Project Management

^{12.52} Good practice project management techniques were used to deliver this SHMA. In addition, the project paid particular attention to key aspects of quality control in outcomes, and effective stakeholder involvement in the process.

Quality control

^{12.53} Quality control arrangements were seen as core to the successful delivery of the project. This study has closely followed emerging good practice in its methodology, quality control and stakeholder involvement.

^{12.54} The control mechanisms put in place included:

- CLG Guidance on SHMAs followed closely;
- core outputs as delivered are credible, supported by a robust evidence base;
- any contextual information has been built up from a range of sources (and where possible triangulated) including local, sub regional and national information;
- technical explanations have been provided, where necessary, to clarify certain analytical tasks, detailing the methodology used and the underlying assumptions taken;
- based on our experience and past evidence, we have ensured that secondary data model outputs align with any which would have been generated by a primary data survey; and
- project management arrangements were put in place to ensure focus, strategic overview and opportunities for challenge were brought to the process. The extranet site and regular project briefing papers brought added value.

^{12.55} A comprehensive range of secondary data sources and a range of research methods have been used to maximise accuracy and these are set out in the body of the text.

Stakeholder involvement

^{12.56} The involvement of a wide range of stakeholders is good practice in delivery of a successful SHMA. For LCB (West) these included:

- LCB (West) project steering group and wider reference group, comprising senior officers from each authority;
- local agencies and representative bodies;
- national and regional agencies;
- RSL partners;
- homebuilders and estate and letting agents; and

- other key local authority staff from housing and planning, including those from neighbouring authorities.

^{12.57} The use of a project extranet site for discussion of key documents with all the groups above complemented the overall approach.