

Start here

The Waka Kotahi Project Management Guide (SM011) is available to external users from July 2023

Access it here
(Highways Information Portal (HIP))

i You may want to save the link into your favourites for easy access

A note about links

You will now be able to access relevant links within the guide. Please note: not all links will be available externally as some of the content linked to is not considered applicable to people outside of Waka Kotahi.

Resources available

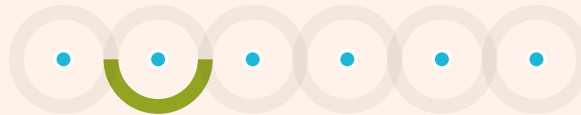
If you have feedback or a question, get in touch with your usual Waka Kotahi contact or email **projectmanagementprocess@nzta.govt.nz** and one of the team will get in touch

Key components to make the most of the features in the guide

Click on the phase and go straight to that section

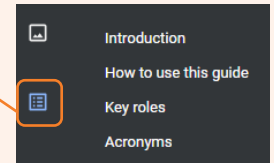


Project lifecycle flowchart



The guide is set out by project lifecycle phase. **This flowchart is interactive** – click on the phase in the guide, to navigate to the relevant section.

You can also use the bookmark functionality to navigate quickly to the section you want.



A table shows what activities need to be completed within the phase, including roles & responsibilities

ACTIVITIES	ACCOUNTABLE	RESPONSIBLE	DETAIL
Complete a request for approval to commence procurement process (SM021 appendix 1).	Project Manager	Project Manager	Request for approval to commence procurement process form [dotx, 175KB] Ensure appropriate delegations are followed in approval.

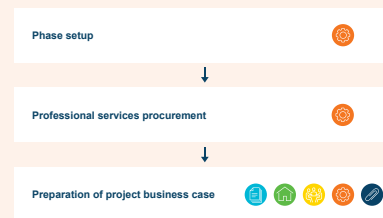
Links to templates are included within the table

KEY

- Consenting
- Transport property
- Engagement
- Project management
- Contract admin
- Design review

Coloured icons and key provide visual guidance on what and who is involved

PHASE 3 Project business case



Additional information including relevant standards, legislation, manuals + helpful tools and resources can be found at the **END** of each project phase.

Relevant standards, legislation and manuals

- [Cost estimation manual \(SM014\)](#)
- [Non-monetised benefits manual](#)
- [Monetised benefits and costs manual](#)

Helpful tools and resources

- [Programme business case guidance](#)
- [Business Case Approach tools and templates](#)
- [Waka Kotahi Planning and Investment Knowledge Base](#)
- [Optioneering guidance](#)