



Innovative Project Management Procedure



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Company name and logo

Code XXXX-P11

Issue/Revision Number: 00/00 Issue Date: 00/00/00

Credits

Prepared by:	Reviewed by:	Approved by:
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Statement of amendments

M	Statement of amendment	Date of amendment	Page Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Distribution List

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Release/Revision: 1/0	Date of issue: 00/00/00	Review date:	Retention period: Until updated	Number of pages: 6	XXXX-IMS-P11
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1-Purpose:

This procedure aims to establish a systematic framework for managing innovative projects at XXXX, from planning and implementation to follow-up, evaluation, and closure, in order to ensure the desired added value is achieved.

2 -Scope:

This procedure covers all innovative projects resulting from initiatives (XXXX-F20, XXXX-F21), whether internal or in collaboration with external partners.

3- Responsibilities:

Role	Responsibilities
Senior Management	Approve innovative projects and provide the necessary funding and support.
Management representative for innovation	Overall supervision of project management and monitoring of alignment with strategy.
Innovation and Development Unit	Manage the project portfolio, conduct periodic follow-ups, and submit reports to senior management.
Project Managers	Daily project planning and implementation, ensuring objectives are met.
Work Teams	Implementation of activities according to timelines and reports.
Steering Committee (if applicable)	Providing advisory support and monitoring project progress.

4- Definitions:

Term	Definition
Innovative project	A time-bound initiative with clear objectives that produces a new or improved product, service, or process.
Project portfolio	A collection of innovation projects that are managed and monitored in a coordinated manner.
Project plan	A document that defines objectives, activities, resources, timelines, and risks.

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Number of pages: 6

XXXX-IMS-P11

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Issue/Revision Number: 00/00 Issue Date: 00/00/00

5-Tools and templates:

M	Template name	Code	Retention period	Storage location
1	Innovative Project Charter	XXXX-F22	5 years	Innovation and Development Unit
2	Detailed Project Plan	XXXX-F23	5 years	Innovation and Development Unit
3	Project Progress Tracking Record	XXXX-F24	5 years	Innovation and Development Unit
4	Project closure report	XXXX-F25	5 years	Innovation and Development Unit

6 -Procedure steps:

M	Step	Detailed description	Responsible for implementation	Form used	Responsibility for updating
1	Receipt and approval of the initiative	Receipt of the initiative from the initiative registry (XXXX-F21) and approve it as an innovation project.	Innovation Unit	XXXX-F21	Senior Management
2	Prepare the project charter	Drafting a charter that includes objectives, scope, deliverables, budget, timeline, and team.	Project Manager	XXXX-F22	Project Manager
3	Prepare a detailed project plan	Develop a plan that includes activities, resources, risks, and performance indicators.	Project Manager + Work Team	XXXX-F23	Project manager
4	Form a work team	Defining roles and responsibilities and distributing tasks.	Project Manager	XXXX-F22	Project Manager
5	Project implementation	Implement activities according to the approved plan and quality control.	Work Team	XXXX-F23	Project Manager
6	Monitoring and evaluating progress	Submit periodic reports on project status, completion rate,	Project Manager + Innovation Unit	XXXX-F24	Innovation Unit

Release/Revision: 1/0	Date of issue: 00/00/00	Review date:	Retention period: Until updated	Number of pages: 6	XXXX-IMS-P11
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		challenges, and proposed solutions.			
7	Periodic review	Review meetings with steering committee/senior management to discuss progress and challenges.	Project Manager	XXXX-F24	Management Representative
8	Project closure	Prepare a closure report that includes achievements, lessons learned, and recommendations for the future.	Project Manager + Innovation Unit	XXXX-F25	Management representative
9	Archiving and documentation	Save all documents and reports in the project database.	Innovation Unit	All models	Innovation Unit

7-Risk Management:

Risk	Cause	L×C	Level
Cost or time overrun	Poor planning or resource management	4×4=16	High
Poor coordination	Lack of effective follow-up mechanisms	3×3=9	Average
The project failed to deliver value	Unclear objectives or weak implementation	3×4=12	Average

8- Performance indicators:

Indicator	Measurement method	Target	Frequency
Percentage of projects completed on time	Projects completed on time ÷ Total × 100	≥ 85%	Annually
Percentage of projects within budget	Projects completed within budget ÷ Total × 100	≥ 90%	Annually

Release/Revision: 1/0	Date of issue: 00/00/00	Review date:	Retention period: Until updated	Number of pages: 6	XXXX-IMS-P11
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Percentage of beneficiary satisfaction with projects	Beneficiary surveys	≥ 85%	After each project
Percentage of lessons learned applied	Lessons applied ÷ documented × 100	≥ 60%	Semi-annual

9- References:

- ISO 56002:2019 Clause 8 (Operations).
- XXXX-PL07 Innovative Operations Management Policy.

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Release/Revision: 1/0	Date of issue: 00/00/00	Review date:	Retention period: Until updated	Number of pages: 6	XXXX-IMS-P11
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