



DR. GRAHAM'S HOMES

P0 12 - PROPOSING, APPROVING, AND IMPLEMENTING A PROJECT

Version 1.0

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Update History

Version	Update Description	Approved Date	Next Review Date
V1.0	Initial Policy	25.5.25	25.5.27

POLICY FOR

PROPOSING, APPROVING, AND IMPLEMENTING A PROJECT

in DR. GRAHAM'S HOMES by ALL OGB GROUPS

1. PURPOSE

The purpose of this Policy is to provide an agreement and terms of engagement by the Global OGB Association (**GO**), seeking to undertake projects on the campus at Dr. Graham's Homes (**DGH**).

This policy provides clear guidelines for proposing a project, obtaining approval, and establishing terms of engagement. This ensures that projects align with the School's goals, resources are effectively managed, and there is a clear understanding of roles and responsibilities

This policy details a fair and equitable process for all stakeholders.

2. SCOPE

- This policy applies to all parties involved, covering the process from the initial project proposal to its successful completion.
- The Board of Management (**BOM**) officially recognizes the Global OGB Association, represented by the GO Managing Committee (**GOMC**), as the primary alumni body of DGH.

3. RESPONSIBILITY OF STAKEHOLDERS:

3.1 GO Projects

- The GOMC is responsible for complying with this policy when undertaking projects in DGH.
- The BOM mandates that GO seek approval from the Board, prior to any projects or initiatives that directly impact the School.

3.2 All Other OGBs

- All OGBs, whether acting individually or as a collective group, are responsible for complying with this policy when undertaking projects in DGH.
- The BOM mandates that all parties collaborate with GO on any projects or initiatives that directly impact the School.

3.3 DGH Management

- Accommodation for OGB volunteers will be provided in a Cottage, in close proximity to the proposed Project site. This will be offered free of charge.
- All meals are to be self-funded and catered for by the Project Team volunteers
- If volunteers wish to stay in Ahava and there is availability – the standard Bed and Breakfast daily room rate will be payable by the volunteers.

- 3.4 While the School Management can suggest projects to the respective Parties, final approval to proceed must be obtained from the BOM.
- 3.5 The BOM retains overall authority to approve, decline, or propose alternative projects of significance.
- 3.6 This collaborative approach ensures alignment, consistency, and cohesion with the School's overarching goals and values.

4. PROCEDURE FOR PROJECT PROPOSALS

4.1 Project Proposal Submission

- **Who:** the GOMC and/or OGBs may propose a project.
- **How:** must submit a written project proposal that includes:
 - Project goals and objectives.
 - Detailed project description.
 - Expected outcomes and benefits.
 - Estimated budget, resources, and time frame.
 - Roles and responsibilities of each party.
 - Potential risks and mitigation strategies.

4.2 Review of the Proposal

- **Review Panel:** The BOM will review the proposal.
- **Criteria for Review:**
 - Alignment with organizational goals.
 - Feasibility (budget, resources, and time).
 - Potential benefits and risks.
- **Timeline:** A formal review process will be conducted within 30 business days after receiving the proposal.

4.3 Feedback and Revision

- **Action:** The BOM will provide feedback, suggest amendments, or request additional clarifications within 30 days to the Party.
- **Resubmission:** the GOMC and/or OGB, will revise and resubmit the proposal, if required.

4.4 Project Approval

- **Approval Authority:** A formal written approval from the BOM is required.
- **Conditions of Approval:** Approval will be based on:
 - Finalized project scope.
 - Budget and resource allocation.

- Agreed-upon timeline.
- All projects will be submitted and approved in good faith and intention, by all involved parties
- There should be a strict conflict of interest display with no member of school management or staff or BoM involved in the project directly or indirectly
- **Documentation:** Approval must be documented, signed, and communicated to all relevant stakeholders.

4.5 Other Approval Conditions:

- **Conditional Approval:** Any specific conditions by the BOM, must be met before the project can proceed.
- **Rejection:** In the event the project is not approved, the BOM must provide a written reason for the decision.

5. GUIDELINES FOR PROJECT IMPLEMENTATION by GO and OGBs

IMPORTANT :

- a) Prior to approval being received from the BOM, the ownership of the end-to-end execution will be clearly outlined and agreed upon before project commencement.
- b) The GOMC and OGBs, will continue to be liable and responsible for the end-to-end execution of the project.
- c) The GOMC and OGBs, will agree to this Policy and sign the Terms of Engagement
- d) Other direct responsibilities:
 - Finalize the project timeline and key milestones.
 - Establish the communication framework, including the Project Lead's responsibilities.
 - Will be responsible for identifying, monitoring, and mitigating any accidental or financial risks.
 - Will provide the manpower required for physical construction. If additional resources from the School Workshop are needed, this must be requested and booked in advance.
 - Will bear full financial responsibility for the project to completion, as agreed upon.
 - Major risks or challenges must be resolved in a timely and satisfactory manner.
 - Any proposed changes to the scope, budget or timeline must be submitted in writing and approved by the BOM.
 - **Approval of Changes:** Changes will be reviewed, and a formal amendment agreement will be signed by the BOM, if necessary.
 - Upon successful completion, the project will be formally handed over, to the School Management. If required, all relevant documentation, reports, and resources transferred to the School Management

6. TERMS OF ENGAGEMENT

6.1 Roles and Responsibilities

- **Proposing Party:**
 - Responsible for creating the project proposal and driving the project to finalisation.
 - Responsible for implementing the project according to the agreed plan, timelines, and budgets.
- **Approving Party:** Responsible for reviewing and providing approval or feedback.

6.2 Communication

- Clear communication channels between all stakeholders must be established.
- Regular updates and formal reports will be shared as per the agreed frequency.

6.3 Confidentiality and Conflict of Interest

- All parties agree to maintain confidentiality regarding sensitive information and if necessary, any potential or perceived conflicts.

6.4 Dispute Resolution

- Any disputes arising during the course of the project will be resolved through mediation, involving representatives from all stakeholders i.e. BOM, GO and external mediator, if required.

6.5 Termination Clause

- Any party may terminate this Agreement, prior to the commencement of the project, if:
 - There is a significant breach of the terms.
 - Agreement is reached due to unforeseen circumstances.
- Notice of termination must be given in writing, prior to 30 days of the project commencement date.

7. APPROVAL AND ACKNOWLEDGEMENT

This Policy and Terms of Engagement are effective upon the signatures of authorized representatives of both parties.

Signatures:

- Party A: GOMC _____ Date: _____
- Party B: BOM _____ Date: _____