

Projects and Tasks.

What are Projects and Tasks?

The Council must perform a number of regular Tasks and initiate a number of Projects to play its part in achieving the required Community Outcomes.

A look again at the diagram to the right shows that the Vision of the Community has led to the Outcomes; then the Strategic Objectives have been set as the list of things that need to be in place or happening regularly before the Outcomes can be realised.

Once the role of the Council has been determined in achieving each Strategic Objective, the Council's own planning resources outline the Projects and Tasks that the Council needs to perform to satisfy that role.

The difference between Projects and Tasks is important in understanding the resources needed to execute them, especially in terms of labour and costs.

Projects

Projects are one-off objectives such as constructing a building or establishing a service. They have a start and finish and a finite cost. Once completed, they usually don't need to be done again.

Tasks

Tasks are the regular duties required to support a Strategic Objective. They will be repeated as long as the strategic objective remains valid. Examples include the maintenance of a building or regular meetings with other service providers.

Projects, therefore, are a 'one-time' cost whereas Tasks put a continuing load on resources.

Monitoring Performance

The key to monitoring the performance of the Council is in its ability to achieve the Service Levels identified for Activities as described in Volume 3. But the performance of the Council in achieving its tasks and completing projects in an efficient and cost-effective manner will also provide performance indicators.

