



SISL-IT-POL-Project Management Policy

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Document Control

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Document Owner	Reviewed by	Authorized by
IT Team	Head – IT	Head – IT

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1.0	30 th October 2025	Initial Version	A	Final

Distribution list
Designated Officer (DO)
Information Security Steering Committee (ISSC)
ISMS Core Team
Auditors (Internal & External)
All users at Share India Group

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1 Introduction

A project is a unique set of coordinated activities, with definite start and finish points, undertaken by an individual or team to meet specific objectives within defined time, cost and performance parameters. A project contributes to the business objectives and has the following characteristics.

- A finite, defined lifespan
- Defined and measurable business products
- A corresponding set of activities to achieve the business products
- A defined amount of resources
- An organization structure, with defined responsibilities to manage the project.

2 Policy Statement

Share India Securities Limited (SISL) shall ensure that all projects i.e. IT as well as non-IT shall follow the project lifecycle management process and that information security related risks are identified at the initial stages itself.

3 Scope

The policy applies to

- All the projects initiated within SISL
- All employees of SISL

4 Roles and Responsibilities

Sr. No.	Role	Responsibility
1.	Designated Officer (DO)	Ensure that this policy is effectively implemented
2.	Information Security Manager (ISM)	Enforce the policy
3.	IT Team	Implement and abide by the policy
4.	Employees and Vendors	Abide by the policy

5 Standards and Guidelines

SISL shall follow the project management process for all projects initiated by them. The Project Management framework adopted by SISL shall be mature and well established.

Projects shall be initiated only after the Business Requirement has been documented and approved prior to project funding being authorized. The Business Requirement document shall be completed by the Business Sponsor (Business Team or Business Analyst (BA)). The completed Business Requirement Document for the project shall be the approval by the project sponsor.

A Project Manager shall be appointed for each project initiated by SISL. Project Managers shall have relevant experience, skills and available time to manage the project and shall be funded from the operational funds of the project.

5.1 Project Approval

All the projects shall be sponsored and approved by the Management Committee. The project details shall include the following information

- Project Name
- Project Purpose
- Project Manager
- Risk Associated with the project
- Suppliers and Supplier Commitments
- Project Milestone timelines
- Project Completion Date

5.2 Funding

The funding shall be discussed with the Finance Team before the project is finalized.

5.3 Project Management

5.3.1 Project Manager

Each project shall have a project manager responsible for the management of the project, including the budgets and coordinating with the different teams to ensure that the project delivery is as per the defined schedule.

5.3.2 Project Client

Each project shall have a project client responsible for defining the aims of the project and ensuring that the project direction is consistent with these aims.

5.4 Project Plan

The project plans shall help set objectives, budgets and timetable. The Project Manager shall set the plan at the beginning of the project.

5.5 Procurement

Finance shall be involved in the procurement process to ensure that the procedures are compiled to. All procurement rules shall apply.

5.6 Project Monitoring

The Project Manager shall monitor the project on a day-to-day basis and update the project sponsor on a weekly basis. The project update meetings shall cover details related to project timetable, scope variation, cost v/s budgets, delays if any, etc.

The top management shall also be appraised on the project's progress.

5.7 Risk Management

Risk shall be managed throughout the life of the project. A project risk register shall be maintained to manage project related risks which includes information security risks also. The risk register shall be reviewed and updated on a regular basis throughout the lifecycle of the project.

5.8 Budget Monitoring

The Project Manager and the Project Sponsor shall monitor the budget. Finance shall be updated on the project progress and the budget for the same. Any project over run leading to budget overruns shall be approved by the top management and Finance Head.

5.9 Project Completion

A project completion report shall be prepared which includes lessons learned.

5.10 Training

Training shall be imparted to all the employees. Training shall be included in the project plan and the project budget.

5.11 Post-Project Monitoring

For all projects, a clear responsibility shall be assigned for new procedures during the project and monitoring the impact of the project. The project implementation shall be evaluated after its implementation.

6 Policy Review Frequency

The policy shall be reviewed annually or when there is a major change within Share India Securities Limited environment.

7 Policy Exception

In case of any deviation against policy guidelines, Risk Acceptance form should be submitted to Designated Officer for approval.

8 Policy Violation Reporting Matrix

Any violation to the policy should be reported to Reporting Manager/Designated Officer

Level	Designation
Level 1	Employee's Reporting Manager
Level 2	Designated Officer
Level 3	MD & CEO