



Project management

项目管理制度

Board Approval Date 董事会批准日期: 2021-12-13

一、总则

1. 为规范北京和睦家医疗救助基金会项目的管理，确保项目运行的合法、合规、合理，实现项目的预期目标，维护基金会、捐赠方和受益方的合法权益，根据《基金会管理条例》、《北京和睦家医疗救助基金会章程》及国家相关法律法规，特制定本制度。
2. 基金会配备项目管理专职人员，行使项目管理职责。
3. 基金会建立网站信息库，对本基金会开展的项目进行信息公开。

二、项目立项管理

4. 项目的立项与管理须符合基金会宗旨和章程的有关规定，综合考虑项目的公益性、可行性、实效性及持续性。项目立项由理事会评审确立。
5. 实行项目责任管理制度，配备专职人员，行使项目管理职责。

三、项目实施管理

6. 项目经理将对项目实施进行全过程监管，负责整个项目的日常管理、评估验收、定期汇报，确保项目按计划有序推进、资金流转按预算执行、项目效果按绩效输出。
7. 制订项目年度计划及预算，报基金会理事会批准；项目年度计划应当作为年度内项目执行的基础，但不因此而限制项目的实施与发展；如果在实施过程中出现新的项目机会或项目关键因素发生重大变化，在充分论证的基础上可适度对年度计划进行调整，并报基金会理事会批准后执

一、general rules

1. In order to standardize the management of UFCH programs, ensure the legality, compliance and reasonableness of program operations, achieve the expected goals of the programs, and safeguard the legitimate rights and interests of the Foundation, donors and beneficiaries, This system is formulated in accordance with the Foundation Management Regulations, UFCH Articles of Association and relevant national laws and regulations.
2. UFCH shall assign full-time project management personnel to perform project management duties.
3. UFCH shall establish an information database on its website to publicize the information of its projects.

二、Project management

4. Projects shall be established and managed in accordance with the purposes and articles of association of the Foundation, and the public welfare, feasibility, effectiveness and sustainability of projects shall be considered comprehensively. The project shall be approved by the Board of directors.
5. Implement project responsibility management system; assign full-time personnel to exercise project management responsibilities.

三、Project Implementation Management

6. The project manager will supervise the whole process of project implementation and be responsible for the daily management, evaluation and acceptance, Regular reporting of the whole project to ensure that the project is carried out in an orderly manner according to the plan, the flow of funds is executed according to the budget, and the project effect is output according to the performance.
7. To prepare the annual plan and budget of the project and submit it to the Foundation Board for approval; the annual plan of the project shall serve as the basis for the implementation of

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8. 项目负责人负责项目的实施、督导与评估，保证项目顺利执行。

9. 定期进行项目阶段性工作总结，及时向基金会理事会汇报项目实施进展及绩效完成情况。

10. 项目参与方须严格遵守相关保密规定（或按照具体的项目协议约定承担保密义务）：不得擅自复制、泄露或以任何形式剽窃项目内容。

四、项目资金管理

11. 基金会对项目资金实行预算制管理。由项目负责人编制年度计划、项目预算、实施方案等，由基金会理事长批准后执行。

12. 基金会依据项目协议条款、经费预算、项目进度、评估与验收结果，确保患者了解如何申请及后续申请资助金的流程，以便患者后续向基金会递交补助金申请。

13. 项目审计按照规定由独立第三方审计公司按照规定程序进行，并出具项目审计报告。

14. 项目资金的管理和使用应接受业务主管部门和基金会监事会的检查与监督，项目实施单位应积极配合并提供有关材料。

五、项目评估管理

15. 项目实施结束后，由项目负责人对所有项目文件进行归档管理。

需归档内容包括：

1. 项目计划书
2. 活动出勤表
3. 活动相关文件
4. 详细预算表
5. 志愿者合同书
6. 活动现场照片
7. 满意度调查，需要定期随访（电话/微信/邮件形式），并将相关材料保存到 Salesforce

六、项目信息管理

16. 基金会对项目执行过程中的各种数据与信息实行平台化管理。

17. 项目负责人及时准确提供项目数据并适时对项目数据信息进行分析并形成

the project during the year, but does not limit the implementation and development of the project; if new project opportunities arise or major changes occur in the key factors of the project in the course of implementation, the annual plan may be adjusted appropriately on the basis of full justification and submitted to the Foundation Board for approval before implementation.

8. The project leader is responsible for the implementation, supervision and evaluation of the project to ensure the smooth implementation of the project.

9. Regularly summarize the project phases and report to the Foundation Board on the progress of project implementation and performance completion in a timely manner.

10. Project participants shall strictly abide by the relevant confidentiality regulations (or assume confidentiality obligations according to the specific project agreement): no unauthorized copying, disclosure or plagiarism of the project content in any form.

四、Project fund management

11. The Foundation implements a budgetary management system for project funds. The project manager will prepare the annual plan, project budget and implementation plan, etc., which will be approved by the UFCH's director and then implemented.

12. Based on the terms of the project agreement, funding budget, project progress, evaluation and acceptance results, the Foundation ensures that patients understand how to apply and the process of subsequent grant applications so that patients can subsequently submit grant applications to the Foundation.

13. Project audit shall be conducted by an independent third-party auditing company in accordance with the prescribed procedures, and a project audit report shall be issued.

14. The management and use of project funds shall be subject to the inspection and supervision of the competent business department and the supervisory board of the Foundation, and the project implementation unit shall actively cooperate and provide relevant materials.

五、Project evaluation management

15. After the end of the project implementation, the project leader will archive and manage all project documents.

The content to be archived includes:

1. project activity request form
2. activity attendance sheet
3. activity-related documents
4. detailed budget sheet
5. volunteer Contract

书面报告，上报理事会。

18. 基金会根据项目实施情况，利用基金会官方网站或其他媒体向社会公布项目进展及成效。

政策结束

6. activity site photos

7. Satisfaction survey, regular follow up visits (by phone/WeChat/email) are required, and relevant materials should save to Salesforce.

六、 Project Information Management

16. The Foundation implements platform management of various data and information in the process of project implementation.

17. The project leader provides timely and accurate project data and analyzes the project data and information in a timely manner and forms a written report and submits it to the Board of Directors.

18. The Foundation will announce the progress and effectiveness of the project to the society through the official website of the Foundation or other media according to the implementation of the project.

END OF POLICY