



THE UNIVERSITY OF
MELBOURNE

CONSULTING SERVICES

Melbourne Consulting and Custom Programs



Melbourne Consulting and Custom Programs provides project management support to Faculties and academics from the University of Melbourne undertaking consulting projects for corporations, governments and professional service firms.

Melbourne Consulting and Custom Programs

The role of Melbourne Consulting and Custom Programs (MCCP) is to deliver professional development, education, research and consulting solutions to business, government, industry and the wider community on a commercial basis. Melbourne Consulting and Custom Programs is a wholly owned company of The University of Melbourne.

Our team of specialist project managers provides efficient contract and financial management services to support consultancies for external clients, undertaken by University of Melbourne academics either through their Faculty or via the University's Outside Work Rules. We also provide proposal development and marketing support including weekly tender searches.

Consulting Team

Melbourne Consulting and Custom Programs consulting team have handled over 100 active contract consulting projects per annum since 1998, ranging from small, single milestone projects to multi-year, international consultancies.

Mariann Fee, Executive Dean, Melbourne Consulting and Custom Programs, oversees the management of contract consultancies. The day-to-day contract, reporting and financial management of individual projects is handled by project managers within Melbourne Consulting and Custom Programs under the leadership of Amanda Smith and supported by project officers.

Clients

Melbourne Consulting and Custom Programs' clients include commonwealth, state and local governments, public sector instrumentalities and private sector corporations. Melbourne Consulting and Custom Programs' clients also include international governments and organisations.

Melbourne Consulting and Custom Programs provide project management support to faculties, departments, schools, centres and individual academics across the University of Melbourne for consulting projects.

Project Management Services

The service provides academics with the ability to concentrate on the technical aspects of the project with the peace of mind that contracts have been reviewed and any issues have been dealt with. Services provided include:

- preparation and/or negotiation of contracts with external clients;
- intellectual property management;
- tracking of contract milestones;
- financial management including invoicing, disbursing and debtor management;
- ongoing contract management including negotiation of contract variations;
- report formatting;
- professional indemnity and public liability insurance coverage;
- research credit reporting to the MRO / entry of projects into the Themis Agreements Module.

Proposal Development and Marketing Services

Melbourne Consulting and Custom Programs provides marketing services, undertakes a dedicated weekly tender search and distributes relevant tenders to experts or department heads across the University. We also provide proposal development support including:

- development of cross disciplinary teams;
- advice on proposal writing and budget preparation;
- completion of commercial aspects of proposal including compliance and review of draft contract;
- formatting, editing, copying, binding and delivery of proposal to the client.

Fees

To cover Melbourne Consulting and Custom Programs' contracting and financial management services, MCCP adds to project budgets a margin of 15%. This 15% margin will be returned to the relevant Faculty. MCCP provides advice on costing projects and commercial rates.

In 2008, the University will be covering MCCP's operating costs and faculties will not be charged for MCCP's services. This is currently under review for 2009.

For further information contact:

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