**<Insert name of project>**

Project Plan template

***Guidance: Project Plan template (to be deleted)***

This document sets out the instructions to clearly implement the approved project. It will become the central repository for all information required by the Project Manager or Project Management Office in determining what needs to be done, by whom, when and at what cost. It should leave no doubt as to all the information requirements needed to commence implementation.

***Guidance: How to use this template (to be deleted)***

Guidance boxes like these are designed to help the user understand what content should be included in each section. Guidance boxes are intended to be removed from the final Business Case document. To remove a guidance box, simply select the rows of text in the guidance box and press delete.

The key questions in each section are italicised in the respective guidance box. It is intended that the user describe how the option meets each criterion, including scoring the option in specific grading categories.

The user is intended to enter text or information where form fields (such as this one) are placed. To insert text, simply select the form field and begin typing.

Tables are used to summarise the analysis of each section. To insert additional rows to the table simply select the entire row, right click, select insert and whether to add a row above or below the current row.

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# Executive summary

***Guidance: to be deleted***

The Executive Summary needs to provide a brief overview of the whole Project Plan so that senior management can read this summary alone without the accompanying report. It should allow the reader to quickly understand the information contained in the Project Plan. The Executive Summary should include the purpose of the Plan, the objectives being pursued, high level governance arrangements, timeframes, overall project budget and risk mitigation approach. Often, the Executive Summary is written last so as to ensure that it captures the most important elements of the Plan.

Enter text

# Document purpose

***Guidance: to be deleted***

This section need only be brief. It should leave the reader with no doubt as to the purpose that this document will serve. The information above is a guide only and depending on the type of project being implemented, the document may include other considerations which should then be mentioned here.

The purpose of this document is to provide a single point of reference for the implementation of *<insert project name>*. It aims to provide sufficient quality information to enable effective governance and visibility during the project’s implementation. As the project has already been approved for implementation by way of a proven business case, the document will guide delivery within the parameters of the approved business case. As such, this document will be updated throughout the project and contain as much information as available at that point in time.

Specifically, this document will set out the:

* project objectives
* confirmed business and service need that the project will meet
* key deliverables
* project budget
* funding sources
* milestones
* timelines
* governance arrangements
* reporting requirements, and
* change management process in the event of any scope changes.

# Project description

***Guidance: to be deleted***

This section should succinctly describe the project: what it is; what it is setting out to achieve; whether the project has any interdependencies or constraints. By way of guidance, it may include the following types of information:

* Description of the project being implemented.
* Description of the business and/or community need being met by the project.
* Description of the desired service levels to be met by the project.
* Description of the major deliverables (eg, a solar farm, community centre, library, interactive portal, swimming pool with car park and changing rooms, waste and recycling facility).
* Are there any assumptions and/or constraints? How are the constraints being managed?

Enter text

## 3.1 Project background

***Guidance: to be deleted***

Provide an overview as to how this project was conceived, what the project drivers were and the community/business needs that it set out to achieve.

Enter text

## 3.2 Project objectives and outcomes

***Guidance: to be deleted***

Specify the project objectives and what the anticipated project outcomes will be. As this section needs to be specific and measurable, this information may be best presented in a Table format.

Enter text

# Project strategy

## 4.1 Governance

***Guidance: to be deleted***

Who is accountable for the overall project’s success?

Will there be a dedicated governing committee and what will the terms of reference be?

Enter text

## 4.2 Project management team and responsibilities

***Guidance: to be deleted***

Who is the designated Project Manager?

Who are the other Project Management Team members and define their roles and responsibilities.

Enter text

## 4.3 Key phases and deliverables

***Guidance: to be deleted***

Is the project being delivered in phases?

Specify the actual deliverables required by certain dates.

Enter text

## 4.4 Scope and change management process

***Guidance: to be deleted***

What’s in-scope? What’s out-of-scope? Be specific so that there’s no ambiguity about what is to be expected as part of this project.

How will you manage change or unforeseen changes? You need to specify a formal process through which changes in scope and costs can be approved. Specify who is accountable for authorising changes and make sure the process documents the changes and the impacts of that change. For example, if there are unforeseen costs, the person authorised to sign off those costs may also have to acknowledge that other deliverables may no longer be met due to the cost escalations.

Who will authorise the change, the costs associated with the change and the subsequent reallocation of resources?

Who will decide if the change is critical enough to warrant a revised business case or assessment of risks?

Enter text

## 4.5 Reporting, tracking and meetings

***Guidance: to be deleted***

Who is the Project Manager / Project Management Team required to report to, how and when?

Are written reports required or is reporting required by exception only or via face-to-face meetings?

Are there specific reporting requirement for each stakeholder?

How is progress being monitored and tracked by the Project Management Team?

How often will the Project Management Team meet?

Enter text

## 4.6 Issues and risk management

***Guidance: to be deleted***

What are the anticipated risks, mitigation treatments and residual risks set out in the business case?

Are there contingency costs allocated in the event that the risk eventuates? Has this contingency been provided for in the project budget?

How are the risk mitigations to be applied, by when and by whom? Who is monitoring the risks?

Have you set up a project risk register as a living document so that it can continue to be updated as new risks are identified?

Enter text

## 4.7 Procurement approach

***Guidance: to be deleted***

The procurement approach may have been included as part of the Business Case and if so, it should be restated here. Otherwise, this section will propose a procurement method (eg, traditional or D&C, Local Buy vendor, open or closed tender or bundling with other projects).

Justify the selection of this procurement method (eg, current market conditions and experience from similar projects).

Enter text

## 4.8 Quality assurance

***Guidance: to be deleted***

Project performance will be based on the extent to which the project has achieved the success measures (and objectives) outlined in this plan. This section should outline how performance will be regularly monitored so that continuous improvements can take place over the life of the project. For example, you may outsource the quality assurance requirement to an external contractor to do customer surveys and research, conduct technical reviews to ensure compliance with health and safety requirements etc. This section should also outline the specific process as to how performance will be reported and fed back to the project team to enable improvements.

Enter text

## 4.9 Data and information systems requirements

***Guidance: to be deleted***

In many cases, data and information will be required as part of the execution, performance and analysis of a project. Systems may need to be established as well as protocols for data security, quality and integrity. This section should clearly describe the data and information requirements associated with the project, what systems and/or IT platforms will be required (eg, web based or otherwise) and what functionality will be required. If this information is not known from the outset, provision should be made for the scope inclusions to be updated at a later date. Alternatively, you may outsource all data and information requirements to an external supplier. If that’s the case, determine how you will manage the performance of the supplier to meet system, reporting, security and privacy standards.

# Budget

***Guidance: to be deleted***

Provide a project budget (nominal dollars) that has been approved by Council as part of the Business Case, including specific budget items (eg, new capital costs, incremental operations and maintenance costs) and when these costs are likely to be incurred.

This section should include the cashflows, funding sources and timing of cash receipts (eg, receipt of government grants and subsidies).

Enter text

# Timeframe

***Guidance: to be deleted***

Outline the project plan, process steps and their target completion dates below (eg, necessary approvals, request for quotation, implementation and service commencement etc.).

Identify significant dependencies in the process of planning, executing and operating the project (eg, licences that must be obtained before construction can begin etc.). A Gantt chart may be a useful method of showing dependencies between stages in the project plan.

Discuss the likelihood and consequences of any delays.

Enter text

# Reference documents

***Guidance: to be deleted***

Indicate what reference documents have been used to develop the Business Case and which may need to be used as part of the Project Plan. Potential reference documents could include planning reports, design documents, financial models etc.

Enter text

Table : reference documents

| Document name | File link |
| --- | --- |
| Document name | Please insert file link if available |
| Document name | Please insert file link if available |
| Document name | Please insert file link if available |

# Appendices

***Guidance: to be deleted***

Indicate which appendices have been included in this Project Plan. Potential appendices could include assumptions and cost estimates, total project cost calculations, photos, plans or maps.

Enter text

Table : Appendices

| Appendices | Included |
| --- | --- |
| Appendix A | Insert file link if available |
| Appendix B | Insert file link if available |
| Appendix C | Insert file link if available |

# Disclaimer

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