



Division / Work Team: *Administration – Intern (Trainee) Manager*

Complied By: _____

Signature: _____

Date Complied: _____

Line Manager: _____

1. Project Purpose & Justification

Project Title:

Project Purpose:

(From project proposal - update as necessary)

Background and Strategic Context:

(From project proposal – update as necessary.)

Project Priority:

(From project proposal – update as necessary.)

Low Medium High

Related Projects:

(From project proposal – update as necessary.)

Project Objectives:

(Clearly state the objective of the Project in concrete and measurable terms.)

2. Broad Scope Definition

The Broad Scope Definition is a tool that can be used with key stakeholders to clearly define the logical boundaries of the project. Be sure to note any requirements that are OUT of scope to achieve absolute clarity about what is and is not covered by this project and to avoid the potential for problems later on.

(Use and attach additional pages if necessary)

<p>In Scope:</p> <p><i>(These are items that you are definitely going to deliver / manage)</i></p>	
<p>Out of Scope:</p> <p><i>(These are items that you are not responsible for – the assumption is that someone else will do them. Exclusions are things that don't form part of your project, but influence on whether or not you can successfully achieve your objective.)</i></p>	
<p>Assumptions</p> <p><i>(Knowledge about the project that is taken as being true or correct for the purposes of project planning. Assumptions are circumstances and events that need to occur for the project to be successful, but are outside the total control of the project team)</i></p>	

<p>Constraints:</p> <p><i>(Known restrictions. These could include any restrictions in start/finish date, time, deliverable or milestone dates, budget limitations, resourcing limits, vendor restraints, etc.)</i></p>	
<p>Issues not resolved:</p> <p><i>(Issues about which agreement has not been reached or which are unclear and must be clarified and agreed before the project can proceed)</i></p>	
<p>Deliverables:</p> <p><i>(Describe the deliverables of the project. Provide enough explanation and detail that the reader will be able to understand what is being produced. Make sure that the deliverables produced align with what is in-scope from the previous section.)</i></p>	

3: Project Governance (Roles & Responsibilities)

It is important to understand who the major players are on the project. List the major project roles, responsibilities and the actual people involved. Add in any additional roles as required. The project client and sponsor may or may not be the same person.

Refer to attached document GCD 163 – Project Governance (TR-GCD-163)

4: Work Breakdown Structure (WBS)

A work breakdown structure (WBS) is designed to record the individual tasks needed to achieve the deliverables for this project prepare estimates, assign staff, track progress and show the scope of the project work. This document breaks up the work into small, manageable, measurable tasks.

Refer to attached document GCD 164 – Project Work Breakdown Structure (TR-GCD-164)

5: Gantt Chart

A Gantt Chart has been prepared from the WBS information. When a status report is required, a colour or shaded in area showing the items that are completed or an estimate of the percentage completed. This is to provide an immediate visual representation as to whether or not the project is on schedule.

Refer to attached document GCD 165 – Project Gantt Chart (TR-GCD-165)

6: Combined Resources & Budget Schedule

Resource planning is the determination of what resources (people, equipment and materials) and what quantities of each should be used to perform the task activities. The resources that have been determined have an estimate of project costs. A more detailed resource and cost plan in the Appendices can be provided if required.

Refer to attached document GCD 166 – Project Resources & Budget Schedule (TR-GCD-166)

7: Project Risk Management Plan

A risk management plan has been prepared and attached outlining the stakeholders and appropriate needs analysis, identified risk, risk assessment, treatment schedule, action plan and SWOT analysis.

Refer to the following attached documents:

RSK 610 – Risk Assessment Data Sheet (TR-RSK-610)

RSK 611 – Risk Register (TR-RSK-611)

RSK 614 – Stakeholder Needs Analysis (TR-RSK-614)

RSK 616 – Identified Risk Assessment (TR-RSK-616)

RSK 617 – Risk Treatment Schedule (TR-RSK-617)

RSK 618 – Risk Action Plan (TR-RSK-618)

RSK 619 – SWOT Analysis (TR-RSK-619)

8: Quality Management Plan

The quality criteria include the agreed standards for the project deliverables. Recovery procedures for rectifying any faults discovered in the process are indicated to assist others who are involved in the project team. The quality plan includes who will be responsible for rectifying the fault.

Refer to attached document GCD 167 – Project Quality Management Plan (TR-GCD-167)

9: Communication Management Plan

The Communications Management Plan is used to determine the information and communication needs of stakeholders. For each Stakeholder, a determination has been made of what information they need, when they will need it and how the information will be given to them. Details of who is responsible for providing the information is included.

Refer to the following attached documents:

GCD 168 – Project Communications Plan (TR-GCD-168)

RSK 615 – Communication Needs Analysis (TR-RSK-615)

10: Controls

The controls that will be used as part of the implementation plan to track, monitor and report on the project include status reports, exemption reports, risk log and variance requests.

Refer to the following attached documents:

GCD 170 – Project Progress / Status Reports (TR-GCD-170)

GCD 171 – Exemption Reports (TR-GCD-171)

GCD 172 – Project Issues / Risk Log (TR-GCD-172)

GCD 173 – Project Variance Requests (TR-GCD-173)

Special Provisions:

(From the project proposal, update as necessary.)

Project Approvals:

(Add any signatures that are required for approval to proceed to the next phase)

The information contained in this project plan and attached documents have been received and accepted by the undersigned.

Project Owner / Client:

_____	_____	/ /
Name	Signature	Date

Project Sponsor:

_____	_____	/ /
Name	Signature	Date

Project Manager:

_____	_____	/ /
Name	Signature	Date