Insert project title

Project Plan

Insert date (optional)

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#  Introduction

## Purpose

*<< Describe the purpose of the project. Provide a brief description on the problem or opportunity that the project is trying to address. >>*

Enter text here

## Background

*<< Provide a brief history of the project and how the issue/opportunity came about. Background details may include but are not limited to: who initiated the project and how it was initiated; past community engagement, issues and outcomes; any benchmarking that has occurred; any other previous initiatives/projects and the outcomes which addressed related issues; key decisions from previous project phases. >>*

Enter text here

## Objectives and Outcomes

*<< Provide a detailed statement and/or dot points about what the project is expected to deliver based upon the current state of knowledge and understanding. Refer to the Project Logic completed during the Initiate Phase of the project >>*

Enter text here

## Benefits

*<< Define the benefits of the outcomes required from this project – what needs to be achieved, not how. Use Project Logic to detail how the benefits of the project will be measured and when they should be realised. This may or may not be during the life of the project >>*

Enter text here

## Links with Strategic Objectives

*<< Demonstrate how this project supports the CEQ Strategy Map and your Branch/Office Operational Plan >>*

Enter text here

# Scope of project

*<< Explain how the scope was defined, e.g. through Reference Group workshops; management decision; negotiation and agreement >>*

Enter text here

## In scope

*<< Clearly define the project boundaries (include specific products or outputs) to facilitate effective management of deliverables on time and to agreed or approved cost. List all items that are included in the scope of this project. The scope outlined in any previous document(s) should be confirmed here or updated as necessary >>*

Enter text here

## Out of scope

*<< List any identified items that will* ***not*** *be delivered as part of this project. Identify out-of-scope items that may pose significant risks to the project and explain those risks >>*

Enter text here

## Related projects

*<< List any related projects or proposals not previously mentioned, their relationship to and the impact on this project >>*

| Related Project | Contact | Relationship/Impact |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |

## Assumptions

*<< List all assumptions made in producing this document >>*

Enter text here

## Risks and Issues Management

*<< Explain how the risks to the achievement of the project objectives will be managed, for example, the process to identify, rate, manage, reduce and monitor risks and who is responsible. All project risks and issues should be recorded and managed through a Risks & Issues Register >>*

Enter text here

## Project constraints

*<< Describe any limiting factors to delivery of this project. This may include budget restrictions, political issues, limited resources or timing constraints >>*

Enter text here

# Governance

*<< State project governance arrangement and establishment >>*

Enter text here

## Governance structure

*<< Provide a brief description of the decision-making relationships relevant to this project. A governance chart should be included where appropriate >>*

Enter text here

## Project Roles and Responsibilities

*<< List the roles and their owners and what their responsibilities are to the project. Ensure individuals have been consulted and have agreed before committing them to the role. Add, subtract and/or adjust roles and responsibilities to suit the project needs >>*

| Role | Responsibility | Name |
| --- | --- | --- |
| Project Sponsor | Accountable for representing the organisation that is delivering the project. Provide strategic direction, content advice and approval to ensure alignment to CEQ's business objectives and operational plan. |       |
| Project Director | Provide strategic direction, content advice and approval. Acts as a conduit to the Executive team and relevant Reference Groups. |       |
| Project Manager | Appointed by the Project Sponsor to manage the project. Responsible for the successful delivery of project activities and tasks in accordance with the Project Plan. |       |
| Project Officer | Undertake activities and tasks as directed by the Project Manager and as stated in project documentation. Support the Project Manager in the successful delivery of project activities. |       |

## Project Reporting

*<< Quantify when reporting will take place and to whom. Describe the aim of the reporting. Reporting needs to include monitoring of scope, budget, quality and human resources, and any changes should be submitted via a Scope Variation Request >>*

Enter text here

# Stakeholders

*<< List the individuals and/or groups (both internal and external) that are actively involved in this project, or whose interests may be positively or negatively affected by the project >>*

| **Stakeholder** | **Interest in this project** | **Engagement required** | **Expected Outcome** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

# Project Schedule

## Key Dates

| **Timeframe** | **Commencement Date** | **Completion Date** |
| --- | --- | --- |
| Overall |       |       |
| Initiate Phase |       |       |
| Plan Phase |       |       |
| Deliver Phase |       |       |
| Close Phase |       |       |

## Milestones

| **Milestone Description** | **Commencement Date** | **Completion Date** |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# Project Budget

| Cost Centre |       |
| --- | --- |
| **Budget Requirements** |
| Financial Year | Year 1Type FY | Year 2Type FY | Year 3Type FY | Year 4Type FY | Year 5Type FY | Year 6Type FY | Total investment cost |
| Labour Budget |       |       |       |       |       |       |       |
| Non-labour Budget |       |       |       |       |       |       |       |
| Total |       |       |       |       |       |       |       |
| **Staffing Requirements** |
| Number of Existing Staff  |       |       |       |       |       |       |       |
| Number of Additional Internal Staff |       |       |       |       |       |       |       |
| Number of Additional External Staff |       |       |       |       |       |       |       |
| Other Requirements |       |       |       |       |       |       |       |

# Communication

## Internal communication

*<< Detail the methods of communication to be used for internal stakeholders >>*

Enter text here

## External communication

*<< This section should identify any external communications strategies, detailing the specific tasks that will be carried out. A separate Communication Plan may be required for moderate or complex projects >>*

Enter text here

# Change Management

*<< Identify any types of change associated with the 'people' aspect of delivering this project. Establish strategies to prepare for the change >>*

Enter text here

# Project Evaluation

*<< How will the project be evaluated? List any relevant key performance indicators. Outline how data will be captured and analysed. >>*

Enter text here

# Approval and Endorsement

|  |
| --- |
| [ ]  Progress to Deliver Phase  |
| [ ]  Revise and resubmit |
| [ ]  Cease |
| Comments:  |

**Project Manager**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

**Project Sponsor**

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

The following key stakeholder/s critical to the project success have **endorsed** this document.

|  |  |
| --- | --- |
| **Name** |       |
| **Position** |       |
| **Signature** |  | **Date** |  |

Add additional names as required.

# Contact Officer

If you have any questions regarding this document or if you have a suggestion for improvements, please contact:

Contact officer: Contact Officer Name here

Title: Contact Officer Title here

Phone: Contact Officer Phone Number here