Title of the document goes here

Subtitle goes here  
Project Plan Template

Date / version goes here



**Name of the document**

For further information please contact: Metro South Executive Services Metro South Health, PO Box 4043, Eight Mile Plains QLD 4113 [www.health.qld.gov.au/metrosouth](http://www.health.qld.gov.au/metrosouth)

**Copyright © The State of Queensland, Metro South Hospital and Health Service 2015**



This document is licensed under a Creative Commons Attribution Non-Commercial 2.5 Australia licence. To view a copy of this licence, visit <http://creativecommons.org/licenses/by-nc/2.5/au/>

You are free to copy, communicate and adapt the work for non-commercial purposes, as long as you attribute the authors.

Preferred citation: **Name of the document** Queensland Government, Brisbane.

Document Approval and Release

This document is authorised for release once all signatures have been obtained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Author |  | Executive Sponsor |  | Executive Delegate |  |
| Start Date:  End Date: |  | Approval |  | | |

Version history

| **Version** | **Date** | **Changed by** | **Description** |
| --- | --- | --- | --- |
| 0.1 |  |  | Initial draft |
|  |  |  |  |
|  |  |  |  |

Contents

[1. Project Title 5](#_Toc423612568)

[2. Introduction 5](#_Toc423612569)

[2.1. Objectives 5](#_Toc423612570)

[2.2. Outcomes 5](#_Toc423612571)

[3. Project Scope 6](#_Toc423612572)

[3.1. Inclusions 6](#_Toc423612573)

[3.2. Exclusions 6](#_Toc423612574)

[3.3. Assumptions 6](#_Toc423612575)

[3.4. Constraints 6](#_Toc423612576)

[3.5. Dependencies 6](#_Toc423612577)

[4. Project Organisation 6](#_Toc423612578)

[4.1. Governance 6](#_Toc423612579)

[4.1.1. Project Sponsor 7](#_Toc423612580)

[4.1.2. Project Business Owner/ Project Manager 7](#_Toc423612581)

[4.1.3. Steering Committee 7](#_Toc423612582)

[4.1.4. Project Team 7](#_Toc423612583)

[4.1.5. Reference Groups 7](#_Toc423612584)

[4.1.6. Working Groups 7](#_Toc423612585)

[4.2. Key Milestones 7](#_Toc423612586)

[4.3. Reporting 8](#_Toc423612587)

[5. Project Budget 8](#_Toc423612588)

[6. Stakeholder Engagement and Communication 9](#_Toc423612589)

[6.1. Stakeholder Analysis 9](#_Toc423612590)

[6.2. Engagement Plan 10](#_Toc423612591)

[6.3. Communication Plan 10](#_Toc423612592)

[7. Risk Analysis 10](#_Toc423612593)

[8. Project Schedule 11](#_Toc423612594)

*Please remove all blue italicised text before submitting*

# Project Title

*Insert the working title for the project*

# Introduction

*Describe briefly the reasons for the project and how it was initiated.*

*Summarise any relevant background information.*

*Additional information may be included in the Appendices.*

## Objectives

*What is the intent of the project?*

*Describe what is really to be achieved?*

*How shared is this intent by all key stakeholders?*

## Outcomes

*Outcomes are the benefits or other long-term changes that are sought by undertaking the project and should directly relate to the objectives.*

*Outcomes should be phrased so that they can be used to measure the success at the end of the project.*

*Outcome measures will help answer such questions as 'what have we achieved?' and 'how do we know?’*

*Detail what specific and measurable results are expected at the end of the project*

*Provide indicator of measurement and data collection*

| Target Outcome | Performance Indicator | Measure | Baseline | Target Level | Completion Date | Data Source |
| --- | --- | --- | --- | --- | --- | --- |
| *List the measurable benefits that are sought from undertaking the project.* | *The measure that will be used to indicate the level of achievement of the outcome(s).* | *The actual mechanism for measuring the level of the performance indicator.* | *The current level of the performance indicator.* | *The target level of performance* | *The date by when the target levels are to be achieved* | *Where the data can* be found |
| *1* |  |  |  |  |  |  |
| *2* |  |  |  |  |  |  |
| *3* |  |  |  |  |  |  |

# Project Scope

*Provide a summary of the range of activities and products that the project will include (inclusions) and won’t include (exclusions) and the assumptions, constraints and dependencies that could impact on the outcome of the project*

## Inclusions

*What will the project deliver? What will the project team be responsible for?*

## Exclusions

*Stating what is excluded from the scope of the project is often even more useful than stating what is included.*

## Assumptions

*Identify and record any significant assumptions you have made during the planning process.*

*Remember, assumptions are not facts.*

## Constraints

*List the factors that constrain this project: for example, architecture (eg. hardware, software), legislative or other requirements like security, the need for products to interface with other systems*

## Dependencies

*List any dependencies that could impact on the outcome of this project; for example, resources, equipment*

# Project Organisation

## Governance

*The governance plan details how the project will be managed and the team structured.*

*Insert team structure diagram here and include interrelationships with the decision-making bodies*

## Project Sponsor

The Sponsor for the <Project Title> is: <Name, Position, Department>.

## Project Business Owner/ Project Manager

The Business Owner(s) for the <Project Title> is (are): <Name, Position, Department>.

## Steering Committee

The Steering Committee is comprised of: *Please list*

## Project Team

The core Project Team will be: *Please list*

## Reference Groups

*Reference groups consist of people with the requisite skills to address particular project issues.*

It is proposed that a Reference Group will be established for <enter explanation of terms of reference>.

## Working Groups

*Working groups consist of small specialist groups dedicated to producing a well-defined output within a specific timeframe.*

It is proposed that a working group will be established for <enter explanation of task and output>.

It will comprise:

*Delete this section 4.1.5 and 4.1.6 if not relevant to your project*

## Key Milestones

*List the key milestones for this project along with their estimated completion date*

*A detailed project schedule will be developed and maintained (Ref. section 8*)

|  |  |  |
| --- | --- | --- |
| **Phase** | **Milestone** | **Estimated Completion Date** |
| Concept | *e.g Project Plan approved* | *DDMMYYYY* |
| *e.g. Design and appoint the project management team* | *DDMMYYYY* |
| Planning | *e.g Authorisation to commence next stage* | *DDMMYYYY* |
| *Commence procurement planning* | *DDMMYYYY* |
| Implementation | *e.g Deliver training* | *DDMMYYYY* |
| *Implement the process* | *DDMMYYYY* |
| Monitor & Evaluation | *e.g Measure progress* | *DDMMYYYY* |
| *Implement corrective responses* | *DDMMYYYY* |
| Project Close | *e.g Identify learnings*  *Share knowledge and outcomes* | *DDMMYYYY* |
| *Authorisation to close project* | *DDMMYYYY* |

## Reporting

*Describe the meeting and reporting mechanisms.*

*Identify who from the Project Team attends each meeting, which role(s) produce each report, and the frequency.*

| Reported by | To whom | Reporting requirements | Frequency | Format |
| --- | --- | --- | --- | --- |
| *Project Manager* | *Steering Committee* | *Status Report* | *Monthly* | *Written and verbal* |
| *Project Manager* | *ETIC* | *Status Report* | *Monthly* | *Written* |
|  |  |  |  |  |
|  |  |  |  |  |

# Project Budget

*Delete this section if there has been no funding allocated to this project.*

*Identify and assess the need for additional resources, the impact of having/not having these resources, and estimate equivalent costs.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ESTIMATED COSTS** | | | | | |
|  | | **Current Part**  **Year/Specific Time**  **Period** | | **Out Year 2**  **recurrent** | **Out Year 3**  **recurrent** |
| **Labour Costs** | Direct  Labour Costs $ | $ | | $ | $ |
|  | Associated Labour Costs $ | $ | | $ | $ |
| **Plus Non-**  **Labour Costs** | Total $ | $ | | $ | $ |
| **Capital Acquisitions** | Total $ | $ | | $ | $ |
| **Total Costs** | Total $ | $ | | $ | $ |
| **Less Cost Offsets** | Total $ | $ | | $ | $ |
| **Less Revenue** | Total $ | $ | | $ | $ |
| **NET TOTAL** | | $ | | $ | $ |
|  | | | | | |
| **Funding Source** | | | | | |
| *State the source of the funding – is this proposal seeking funding from within the HHS, from another business area. Corporate Division or external Commonwealth or discrete State funding.* | | | <Enter text here> | | |

# Stakeholder Engagement and Communication

## Stakeholder Analysis

*Identify the stakeholders who have a significant interest in, influence over the project or are affected by the project outcomes (for example, consumers and carers). For each stakeholder their relationship to the project should be made clear, for example will they be affected by the outcome, make changes, provide resources, make decisions or be kept informed at all stages*

*The communications matrix is broken up into four sections. The axes are “level of influence” and “level of impact”.*

***Matrix Definitions***

* *Maintain Confidence: This group need to be kept up to date via exception reporting. They need to see that the project is on track with no major issues and that risks are being mitigated.*
* *Collaborate: This group will provide direct input into the project deliverables.*
* *Keep Informed: Done both formally and informally. The results of the project will impact this group, and although they may not have direct contact with the project, they need to know what the project is delivering that will affect them.*
* *Monitor and Respond: This quadrant would contain groups that are not impacted by the project by may want to have some knowledge of it. This would be done ad hoc as questions arose.*

*Each group/stakeholder is grouped by the influence they have on the project* *and the impact the project has on them.*

|  |  |  |
| --- | --- | --- |
| **Level of Influence** | **Maintain Confidence**  **(High Influence - Low Impact )** | **Collaborate**  **(High Influence- High Impact)** |
|  |  |
| **Monitor and Respond**  **(Low Influence- Low Impact)** | **Keep Informed**  **(High Impact- Low Influence)** |
|  |  |
|  | **Level of Impact** | |

References

Mind Tools. (2015). [*Stakeholder Analysis*](http://www.mindtools.com/pages/article/newPPM_07.htm). Retrieved January 2015.

Kennon, N., Howden, P.F. & Hartley, M. (2009). [Who really matters? A stakeholder analysis tool.](http://www.google.com.au/url?sa=t&rct=j&q=&esrc=s&source=web&cd=9&cad=rja&uact=8&sqi=2&ved=0CEYQFjAI&url=http%3A%2F%2Fwww.csu.edu.au%2F__data%2Fassets%2Fpdf_file%2F0018%2F109602%2FEFS_Journal_vol_5_no_2_02_Kennon_et_al.pdf&ei=a1PIVNKVJ9WD8gXgpICgCA&usg=AFQjCNGq9oMgf3XteFtWOUPkuXsoXXayMw&bvm=bv.84607526,d.dGc) *Extension Farming Systems Journal 5*(2), 9-17.

*Use the matrix to populate sections 6.2 and 6.3*

## Engagement Plan



It is a requirement of the National Safety and Quality Health Service (NSQHS) Standards, Standard 2: Partnering with consumers that consumers are involved in:

* Health service planning and design
* Service delivery
* Service monitoring and evaluation

*Consider completing a separate engagement plan for large and complex projects.*

*Access the consumer engagement website for further detail.* [*http://qheps.health.qld.gov.au/metrosouth/engagement/home.htm*](http://qheps.health.qld.gov.au/metrosouth/engagement/home.htm)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project stage** | **Stakeholder / Interested Party** | **Level of engagement Required ie inform, involve, consult, collaborate, empower** | **Method(s) of engagement** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Communication Plan

*Consider completing a separate communication plan for large and complex projects*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project stage** | **Stakeholder / Interested Party** | **Purpose** | **Frequency** | **Method(s) of communication** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Risk Analysis

*The purpose of risk analysis is to ensure levels of risk and uncertainty do not impede the success of the project Refer to the assumptions and constraints identified during the planning process, as they often indicate risks to project success. Review of the Project Schedule will also reveal areas of risk.* *All projects require a risk assessment to be undertaken upon commencement, which is regularly reviewed throughout the project life.*

*Consider maintaining a separate risk register and risk management plan for large and complex projects.*

*Please refer to the* [Metro South Risk Assessment Guide](http://docs.sth.health.qld.gov.au/system/files/documents/PR2013-6-b.pdf) *for specific risk rating scales*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Consequence** | **Risk Rating** | **Mitigation Strategies** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Project Schedule

*Other tools (e.g. Microsoft Project) can be utilised to develop a project schedule where available.*

| **Strategy/activity** | **Lead** | **Planned schedule** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
| *Project Sponsorship established* |  |  |  |  |  |  |  |  |  |  |  |
| *Steering Committee established* |  |  |  |  |  |  |  |  |  |  |  |
| *Communications Plan developed* |  |  |  |  |  |  |  |  |  |  |  |
| *Project Plan endorsed & implemented* |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |