Concept of Operations

*NOTE: This document is a starting template of a Concept of Operations (ConOps). You can use this template as a starting point for your ConOps, which you can build on from.*

## Title Page

Your title page should include the following information:

**Title**, e.g.  Concept of Operations for [insert name of project]

**Date** indicating when the document was formally approved

**Authors** responsible for preparing the document

**Version number** of the document

## Date and document version

The ConOps is a living document and may be subject to edits and updates over time. Please make sure to properly date your document and employ a method of version control. A good example of how you can present this information is demonstrated in the below table.

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Notes** |
| V1.0 | DD/MM/YYYY | Original drafted ConOps |
| V1.1 | DD/MM/YYYY | Updates to original ConOps which include…. |
| VX.X | DD/MM/YYYY | Updates to VX.X which include…. |

## Purpose of Document

This section should outline a brief statement of the purpose of this document. It should briefly describe contents, intention, and audience. One or two paragraphs will suffice.

## Scope of the Project

This section should provide an overview of the project. The scope should be clear and understandable. It should also highlight the boundaries of your project (what you will and *will not* be considering). This section should also outline the goals and objectives of your project.

A goal is an achievable outcome that is generally broad and longer term while an objective is shorter term and defines measurable actions to achieve an overall goal.

The scope should also include a scope management plan which outlines control measures to verify the scope is maintained, and the processes by which changes to the project scope may be reviewed and adopted.

## Referenced Documents

In this section you should list any supporting documentation or resources. For example, project management plan, timelines, risk assessments, etc.

## Team Structure

In this section you should outline the roles and responsibilities of each of the members of your team to ensure there is a clear understanding of the team structure.

## Responsibilities and Authorities

In this section you should identify your key stakeholders and what their roles and responsibilities are for this project. This section should make clear who they key decision-making authorities are for this project.

## Stakeholder Management Plan

This section should outline a clear plan for effective stakeholder management throughout the duration of the project.

## Cost Management Plan

This section should outline the processes for managing the project budget.

## System Lifecycle Process

This section should provide a description of the system lifecycle process which may include design, development, test and evaluation, implementation, maintenance, etc.

In this section you should outline the milestones for each Project Audit, including:

* a set of goals and deliverables for each audit (2-3 sentences)
* contingencies, such as stretch or crash goals for the milestone (2-3 sentences)