Insert Your Project Title Here

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**TOR/Project Initialisation Plan**

***Overview of Project***

**1. Background**

Give an overview of the project and it’s rationale here

**2. Aims and Objectives**

List the aims and objectives here.

**3. Overall Approach**

What methods are you thinking of using to solve the problem

**4. Project Outputs**

The project outputs that will be achieved are:

* Output1
* Output2
* etc

**5. Project Outcomes**

The project will deliver the following outcomes:

* Outcome1
* Outcome2
* etc

In addition to the project outcomes the following learning outcomes will be achieved:

* Any specific learning outcomes that will be achieved as a result of completing the project

**6. Stakeholder Analysis**

|  |  |  |
| --- | --- | --- |
| **Stakeholder** | **Interest / stake** | **Importance** |
|  |  | High/Medium/Low |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**7. Risk Analysis**

An initial evaluation of the project risk can be found at Annex A. As the project develops the risk register will be updated and reviewed.

**8. Standards**

List any standards that are used, so for example in Cybersecurity, it could be ISO 27001, or GDPR etc

|  |  |  |
| --- | --- | --- |
| **Name of standard or specification** | **Version** | **Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***Project Resources***

**9. Project Team**

Student

Supervisor

Module Leader

***Detailed Project Planning***

**10. Work packages**

Where applicable include a mind map, which will help you define the work packages, then give a breakdown of the work packages (these might be contained in Annex a,b, c etc)

**11. Evaluation Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Timing** | **Factor to Evaluate** | **Questions to Address** | **Method(s)** | **Measure of Success** |
| Weekly | Whiteboard Meeting  Student & Supervisor | 1. Do I understand the work that is required during this stage?  2. Are there any RFIs, Issues, Risks, Lessons Learned that need addressing? | 1. Registers  2. Logs  3. Project Development Diary. | Project Team acceptance. |
| Monthly | Project Plan | 1. Are we on schedule to complete work package on schedule?  Is work progressing per the schedule?  2. Are the outputs of the current iteration still achievable? | 1. Gantt chart  2. Work packages. | Plan matches or exceeds work package plan. |
| As requested | Academic Progress | 1. Is our project developing as expected from an Academic viewpoint? | 1. PDR | Academic Supervisor feedback. |
| End Term 1 | Progress Report | 1. The rationale and background for the project. 2. An analysis of the project requirements and progress thusfar. 3. A description of the work done to date and the problems encountered. 4. A revised plan of the work in view of any results and conclusions you have arrived at because of the preliminary investigations | 1. Progress Report | Academic Feedback. |
| End of term 2 | Final Report | 1. Have the deliverables been met?  2. Have we achieved our Aim? | 1. Final written Report. | Academic Feedback and Stakeholder acceptance (where appropriate). |
| End of term 2 | Presentation | 1. All deliverables clear, well written and presented in a form agreed in the project ToR?  2. Presented in an orderly manner, using and showing learning of appropriate research/other methods and techniques and displaying critical discrimination in evaluating evidence?  3. Presented in the form of a structured academic argument based upon supporting academic references? | 1. Verbal Presentation. | Verbal feedback and academic result. |
| End term 2 | Poster | 1. Discuss with supervisor the contents of poster to ensure it meets the criteria. | Discussion with supervisor | Academic feedback |

**Appendices**

A. Risk Analysis

B. Work packages

C. Gantt Chart

**Appendix A. Risk Register**

Might look something like this:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ser** | **Risk** | **Probability (P) (1-5)** | **Severity (S) (1-5)** | **Score (P x S)** | **Action to prevent / manage Risk** |
| 1 | **Staffing** – Student is unavailable. | 1 | 3 | 3 | 1. Ensure activities are planned correctly  2. Should student be ill, a re-evaluation of work packages will need to take place. |
| 2 | **Stakeholder communication** – Only where appropriate – not all projects have a sponsor or industry partner.  Misunderstandings between student and stakeholders may lead to solution being presented that is not fit for purpose and fails user acceptance. | 1 | 3 | 3 | 1. Regular meetings with stakeholders to ensure that the project remains focussed. 2. Due to geographical separation meetings may need to take place via other means than face-to-face (i.e. VTC, email or phone). |
| 3 | **Scope** - Scope creep could lead to changes or uncontrolled growth in a project's scope. | 2 | 3 | 6 | 1. Ensure the scope of the project is properly defined, documented and controlled.  2. Ensure that the scope is clearly defined and agreed upon by stakeholders and student within the TOR. |
| 4 | **Classification and regulation of data** -  Lack of classification of data could lead to a loss of data and legal litigation. | 2 | 5 | 10 | 1. Work Packages need to be carefully planned and carefully coordinate and follow standards identified and legal requirements (i.e. ISO, GDPR legal and security policies).  2. Any possible breaches of these standards need to be reported immediately and risk evaluated before carrying out any further work packages or activities. |
| 5 | **Cost** - Due to a lack of a budget, development of toolsets maybe limited. | 4 | 3 | 12 | 1. Development of toolsets limited to open source toolsets to mitigate cost.  2. Any toolsets that require a cost will need to be presented in a theoretical approach due to the lack of budget. |
| 6 | **Test Environment** - May be a lack of physical equipment to test theories in a technical environment. | 4 | 3 | 12 | 1. Engage with stakeholders/supervisors to use toolsets in a controlled  environment using existing test labs. |
| 7 | **Schedule** - Due to external commitments to the project, work packages may not be completed on time. | 4 | 4 | 16 | 1. Work packages need to be carefully planned and external factors need to be considered when planning time allocated to the activities.  2. Regular update meetings and work package reviews. |

***Appendixes***

**Appendix B. Work packages**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Work package and activity | EarliestStartDate | LatestCompletionDate | **Outputs**  **(clearly indicate deliverables & reports in bold)** | | **Milestone** | **Responsibility** |
| WORKPACKAGE 0 **Objective:**  **Research and production of Terms of Reference (TOR).** |  |  | * **Research Material.** * **TOR.** | * **Evaluation of research and acceptance to move into project deliverables with a clear understanding of the aim and objectives.** | | * **Student** * **Supervisor** |
| Work package and activity | EarliestStartDate | LatestCompletionDate | **Outputs**  **(clearly indicate deliverables & reports in bold)** | **Milestone** | | **Responsibility** |
| 1. Draft TOR. |  |  | * Produce an initial TOR with information currently available. * Produce a list of Requests for Information (RFI) and log in RFI register for further investigation with stakeholders. | * Draft TOR * Academic acceptance of project direction. | | * Student * Supervisor |
| 1. Supervisor meeting. |  |  | * Discuss any RFIs. * Confirm aim and objectives match the business needs of the stakeholders. * Agree terms of TOR with stakeholders. | * Supervisor evaluation of draft TOR. * Agreement of TOR. | | * Student * Supervisor |
| 1. Produce final TOR. |  |  | * Make changes to draft TOR as guided by Project and Academic Sponsor feedback. | * Final TOR produced and submitted | | * Student |

This would be the first Work Package, but there should be others, dependent on your project.

Members of Project Team:

*Student*

*Supervisor*

Other Stakeholders:

*Sponsors (where applicable)*

**Appendix C. Gantt chart**

A screenshot of a computer

Description automatically generated

# References

Butler, D., 2011. *Master Data Management - An Oracle White Paper.* [Online]   
Available at: http://www.oracle.com/us/products/applications/master-data-management/018876.pdf  
[Accessed 4 January 2018].