[Project Title]  
Project Plan

Team Member Names

[Select Date]

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| This is instructional text. Please ensure that it is removed from your document before submission.  Please note that throughout this entire document, the focus is on the project to be undertaken and the associated deliverables. The project plan should avoid being self-referential. For example, the identified risks, roles, schedule, budget, etc. should forecast the risks, roles, schedule and budget of your project (not the project plan itself). |

## Executive Summary

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| The Executive Summary should provide a summary of the project plan with a focus on the outcomes / deliverables. It is not an introduction or outline of the project plan. A busy executive will only read the executive summary, so it needs to be self-contained and to highlight the key points of interest: what you intend to do, why (value to the organisation), how much it will cost and how long it will take. |

## Project Background and Description

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| In this section, you should provide an overview of your host organisation’s business, the context within which they operate, the project that you will be undertaking and its importance to the organisation. This section should also highlight the objectives of the project and associated benefits to the organisation. |

## Project Scope

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| Ensure that you include a description of all of the aspects of your project that are within scope in the inclusions section. N.B. Scope inclusions are not the same as deliverables (which come later in the document) and are a higher level description of the aspects of the project that you will be undertaking. The scope inclusions should describe the breadth of work to be undertaken.  You should try to identify any aspects of your project’s potential scope that may be out of scope and explicitly list them as exclusions. If this is not appropriate for your project, you can remove the exclusions section.  For example, scope inclusions could include items such as:   * Process mapping of AS-IS processes * Analysis of customer requirements for product/service |

#### Inclusions

The following aspects of the project are considered within scope:

#### Exclusions

The following aspects of the project are explicitly out of scope:

## Risks

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| Thoroughly complete the following table outlining the risks to your project, their probability, impact and your mitigation strategy for each risk. Possible categories of risk that you should consider include technical, external, organisational and project management.  Ensure that you consider a broad range of risk aspects including personnel, technical and organisation/situation specific risks.  You should also include a brief discussion above the table, discussing any key risk factors specific to your project.  Ensure that you delete the example risk from the below table before submission. |

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability (out of 1.0) | Impact | Mitigation Strategy |
| This is an example risk. | 0.5 | 100 hours | We will implement advanced methods to avoid example risks as follows… |
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## Budget

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| Thoroughly complete the following table outlining the potential costs associated with your project. Students are also encouraged to include realistic estimates for their time. However, any actual costs associated with undertaking the project must be clearly delineated from the hypothetical budget items. N.B. Costs associated with future implementation of project outcomes should be included with your final deliverables, if this is within scope, not within this section. |

|  |  |  |
| --- | --- | --- |
| Budget Item | Estimated Cost | Justification |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |

## Roles and Responsibilities

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| This section should clearly identify how the scope of the project (not including the project plan development) will be distributed amongst the team members. It should also identify the agreed upon roles of the project mentor and client organisation staff. Students must justify the rationale for project role allocation (i.e. why certain roles are being performed by certain team members).  You may prefer to complete this section textually or in tabular format. |

#### Communications Plan

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| Your communications plan should outline the purpose, frequency and methods of communication that you will use as part of the project. This includes communication with your client, mentor and team members and other identified stakeholders.  N.B. All relevant parties must agree on the communication method and frequency as part of this plan. |

#### Project Stakeholders

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| The table below should outline all relevant stakeholders and describe their interest in the project. These stakeholders may include management, end users, vendors, etc. The interest column should reflect the stakeholders’ concerns or investment in the project. |

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| --- | --- | --- |
| Name | Role | Interest in the project |
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## Deliverables and Project Evaluation Criteria

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| This section should clearly and concisely list the specific items that will be physically and/or electronically delivered to the client at the end of the project. It should also outline the key project evaluation criteria for the project, from the client’s perspective, particularly in relation to the functionality and quality of the deliverables. Project evaluation criteria refer to criteria that can be used to measure the level of success the project achieved (from the client’s perspective – university assessment criteria are published on the course website).  It is important that this section is clearly agreed upon and understood by all parties. It will be central in determining the completeness and appropriateness of your final deliverables. |

## Implementation Plan

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| This section should specify the methodology (detailed steps) you will undertake in order to complete this project. Each step should relate to a particular milestone. The steps, and associated milestones, specified here should also appear in the project schedule and help the reader to understand how you will achieve the project objectives. |

## Project Schedule

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| Please include a Gantt chart outlining the project’s planned stages and milestones throughout the duration of the project. Your Gantt chart should commence on Monday of Week 2 and conclude by Friday of Week 13. |

# Approval

We approve the project as described above.

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| Name | Role (e.g. student, client, mentor) | Signature | Date |
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