# Cover sheet

Twin Digital Factory Automation

Client: Daniel Li

Team members

Mentor’s name

Date

Version number

# Executive Summary

Include a 1-page Executive Summary summarising the proposal and covering scope, time,   
method, risks and cost.

Scope:

Time:

Method:

Risks:

Reduced time; team formed late

Timetable issues

Upskilling limits

Communication issues w client

Cant meet client often

Cost:

# Section 1: Terms of Reference

(provide the project purpose or business goals, the context for the   
project, introduce your client organisation and the problem, need or opportunity the   
project aims to address).

Initial client meeting

# Section 2: Project Rationale

Why is this project needed? Describe any existing system or   
area of enquiry undertaken and explain what the key project issues or opportunities   
are.

# Section 3: Objective and Scope

Must include the project goal, i.e. what product it will deliver.   
Identify the scope of the project, i.e. the high-level requirements (functional and non-  
functional requirements). Must also identify technical infrastructure and skills   
required to deliver the high-level requirements, including the technical infrastructure   
that AUT or the client must provide.

Requirements document

Scope statement document

Document that identifies required technical infrastructure, roles and skills to deliver the project

# Section 4: Skills Analysis

Identify the skills and knowledge required to complete the project and   
the knowledge gaps in the team. List the IT-specific (specific to your BCIS degree) skills   
first, then add the full range of personal, professional and technical capabilities.   
Identify how and when you plan to acquire them. Make sure you include sufficient   
time in your project plan for upskilling.

Skills matrix

Upskilling

Training plan

# Section 5: Team Roles

Team Roles. List all the adopted team roles, tasks, and associated responsibilities

Team roles (team contract?)

# Section 6: Team Schedule for Part 1

Provide a weekly schedule for offsite hours; the day/time   
for co-location for the offsite hours (client site or R&D lab) based on 12 to 15 hours   
per week. Must also provide a schedule for the mentor (weekly) and client meetings   
for the entire semester.

Meeting minutes

# Section 7: Project Management Methodology

Explain the chosen project   
management methodology and provide a WBS (PM methodology) which identifies   
phases and key activities (must also include project handover). Include a rationale and   
justification for why the choice matches the purpose or goal of the project. What   
phases/tasks/deliverables does it involve? Why does this chosen approach suit this   
particular project, team and client? Ensure that all material you use is appropriately   
referenced using APA 7 (i.e. you should be referencing a resource that your team will   
refer to during the project's lifecycle).

Wbs

# Section 8: Risk/Issue Management

Explain the project's risk and issue planning including   
the monitor and control process.

Risk register

Issue log

Change management plan

Quality assurance plan

# Section 9: Project Plan

a schedule and milestone report for the entire project. Set out your plan   
for the entire duration of the project (for example, use a Gantt chart that includes a   
timeline and resources). Ensure that it matches the approach or methodology you   
have selected. Also, incorporate your AUT assessment items into your project plan   
along with the time and resources needed to complete them, i.e. your proposal and   
the preparation, your mid-project review and its preparation, your final poster,   
portfolio and reflective report etc.

Note: provide the high-level schedule showing phases and dates up front in the   
proposal and include the detailed schedule in an appendix to the proposal.

Project schedule

Milestone report

# Section 10: Cost

Estimate all costs incurred. Do not forget to include any costs for resources required   
and have an estimate for your team labour for the number of working hours. Your   
mentor's hours can be costed out at $142+GST per hour (Note: this is not what they   
get paid, but what it costs the university to provide 1 academic hour).

Costs

# Section 11: Disclaimer

Attach a disclaimer as appendix, clarifying the nature of the relationship involved (see   
the Standard Disclaimer on Canvas).

# Appendix