## INTRODUCTION

*Use this section to provide a brief introduction to the project.*

## BACKGROUND AND RATIONALE

*Include a short history outlining how the project has come into being, and from where the authority and drive for it comes (this will include details of the Project Sponsor). Articulate the reason why the project is being undertaken in terms of the issue, problem and/or opportunity that will be addressed by the project.*

## PROJECT APPROACH

*Identify the choice of solution and approach that will be used to deliver the intended project outcomes.*

*Provide a brief overview (no more than 3-4 sentences) of the options, if any, that were considered to achieve the intended project outcomes and explain why the selected option was preferred.*

## EXPECTED BENEFITS

*Detail the key benefits that the project is expected to deliver. This does not need to be an exhaustive analysis but should be limited to the major benefits anticipated from the project.*

*Benefits should be expressed in measurable terms against the situation as it exists prior to the project.*

## KEY RISKS

*Highlight the key risks to the project, together with the likelihood of, and strategies for mitigating, each risk.*

## PROJECT PLAN

*This section should explain how and when project objectives are to be achieved. This could include an overview of the major project milestones, project activities, broken down into related groupings of work (stages), and the key dates for completion.*

## PROJECT TEAM MEMBERS

*Provide a list of the members of the project team.*

## PROJECT DELIVERABLES

*Provide a breakdown of project deliverables (products), including the specific method by which the quality of each deliverable will be checked, the person responsible for each, and the planned date for delivery. The following table may be used to structure this information:*

| Deliverable | Method of Quality Checking | Person Responsible | Planned Date |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

## MONITORING AND REPORTING

*Provide a summary of the monitoring and reporting mechanisms that will be adopted in relation to the project and the frequency with which each will be implemented.*