Scope statement

[The scope statement is an agreed overview of the project according to key stakeholders. It relates the project to the business objectives and outlines anticipated outcomes.]

[ENTER YOUR RESPONSE HERE]

Executive summary

[The executive summary summarises the business case for the project.]

[ENTER YOUR RESPONSE HERE]

Business objectives

[The business objectives outline the business need/opportunity/objectives; the solution to business need/opportunity/objectives and the key deliverables.]

[ENTER YOUR RESPONSE HERE]

Project description

[The project description outlines any assumptions related to the project such as what it includes and doesn’t include, potential risks and impacts, anticipated outcomes, success measures and critical success factors.]

[ENTER YOUR RESPONSE HERE]

Roles and project stakeholders

[This defines the key project roles and responsibilities.]

[ENTER YOUR RESPONSE HERE]

Time line

[This section outlines the project’s time line.]

[ENTER YOUR RESPONSE HERE]

Legislative requirements

The BizOps Workplace Health and Safety Management System (WHSMS) will be developed in compliance with the following New South Wales legislation, regulations and standards: (source: <https://www.business.gov.au/risk-management/health-and-safety/whs-oh-and-s-acts-regulations-and-codes-of-practice>)

* [*Work Health and Safety Act 2011* (NSW)](http://www.legislation.nsw.gov.au/fragview/inforce/act+10+2011+pt.14-div.2+0+N?tocnav=y);
* [*Work Health and Safety Regulations 2017* (NSW)](https://www.legislation.nsw.gov.au/#/view/regulation/2017/404/full); and
* [NSW Codes of Practice](http://www.workcover.nsw.gov.au/law-and-policy/legislation-and-codes/codes-of-practice).

To ensure appropriate oversight of the implementation of requisite legislation, regulations and standards, consultation throughout the project will be undertaken with the following organisations:

* [SafeWork NSW](http://www.safework.nsw.gov.au/); and
* [WorkCover NSW](http://www.workcover.nsw.gov.au/);

Other resources that may be referenced in the development of the WHSMS are detailed below:

* Your responsibilities as an employer or business;
* [How we can help – free advice and support for businesses](http://www.workcover.nsw.gov.au/health-and-safety/how-we-can-help); and
* [Employer and business obligations](http://www.workcover.nsw.gov.au/law-and-policy/employer-and-business-obligations).

Resources required

The following resources will be required to undertake this project:

|  |  |
| --- | --- |
| Personnel Resources | Other Resources |
| Project Sponsor (Chief Executive Officer) | Appropriate work area |
| Senior Users (Managing Director, Human Resources) | Information Technology hardware and software |
| Project Manager | Access to relevant legislation, regulations, standards and guidelines. |
| Project Team Members |  |
| WHS Professionals (contracted as required) |  |

Budget assumptions

|  |  |
| --- | --- |
| Expense | Current Forecast |
| Human Resources (Project Team) | $120,000 |
| Human Resources (WHS Professionals) | TBA |
| Accommodation | $60,000 |
| IT/Hardware requirements | $45,000 |
| Legislation/Standards/Regulations | TBA |

Reporting requirements

The project manager will issue regular reports on progress against budget, schedule and scope, circulated to the following:

* Project Sponsor;
* Budget Holder;
* Senior Users; and
* Project Team Members;

Reporting will facilitate timely, regular advice to stakeholders, providing information on project progress, implementation, impacts and risks. This will assist stakeholders to determine the extent to which the project is meeting desired outcomes and will include a financial statement indicating expenditure and commitments to date.

The Project Manager may issue additional progress reports that provide an update on the status of the project, as required.

Authorities

The scope statement will be approved by:

* Rose Hargreaves; Chief Executive Officer;
* Sayo Yoshida; Managing Director, Human Resources; and
* Mike Booth; Managing Director, Financial Operations.

Project changes will be approved by:

* Rose Hargreaves; Chief Executive Officer;
* Sayo Yoshida; Managing Director, Human Resources; and
* Mike Booth; Managing Director, Financial Operations.

Project deliverables will be approved/accepted by:

* Rose Hargreaves; Chief Executive Officer;
* Sean Bamford; Managing Director, Business Operations; and
* Mike Booth; Managing Director, Financial Operations.