Gadgets ‘n’ Gizmos

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# 1. Overview

Provide essential information like:

1. How your project has progressed since the proposal stage
2. Objectives/purpose of project
3. Who the client is
4. Actual budget
5. Actual start/finish dates
6. Issues encountered so far
7. Any changes made to your project since the proposal

# 2. Scope

## 2.1 Scope Included

* Include scope from proposal
* Identify any changes to the scope

## 2.2 Scope Excluded

* Include scope from proposal
* Identify any changes/modifications to the scope

# 3. Organisation

## 3.1 Organisation boundaries and Interfaces

* Identify external stakeholders the project is dependent on and who are affected by the project result.
* Describe the administrative and managerial boundaries between the project and each of the following entities: the organisation, the client, sub-contractors, and any other organisational entities (such as the bank) that interact with the project.
* Identify external stakeholders the project is dependent on and who are affected by the project result (e.g. the client, sub-contractors, suppliers, and any other organisational entities (such as the bank) that interact with the project).
* State the relationship these stakeholders have to the project.
* Describe how the stakeholders will affect the project.
* Describe the effect of the project outcome on the stakeholders.

|  |  |  |  |
| --- | --- | --- | --- |
| **External Stakeholder** | **Relationship to Project** | **Effect of stakeholders on project** | **Effect of project outcome on stakeholders** |
| *ANZ* | *Leading authority* |  |  |
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## 3.2 Sub-contractors/Suppliers

A Sub-contractor is an external organisation that is contracted to provide the project with a specified product, knowledge or service.

A Supplier is an external organisation contributing to the project with an existing product that is incorporated into a project deliverable (e.g. a database system) or used for project support (e.g. tool, equipment).

* In the table below, for each deliverable (from your project proposal), identify all sub-contractors or suppliers (include names).
* State any special arrangements or procedures in the Comments column that will be used.

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| --- | --- | --- | --- |
| **Deliverable** | **Sub-Contractor** | **Supplier** | **Comments** |
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# 4. Project Budget

For this section, you will have to do the following:

1. **Actual Budget Summary**
2. Print out and attach the **Budget by Month** and **Budget by Project Task**
3. Print off and attach the following reports from your MS Project:
   1. Costs > *Cash Flow*
   2. Costs > *Budget*

# 5. Work Schedules

For this section, you will have to do the following:

1. Print a finalised **Gantt Chart** that includes the **Baseline**
2. Print off the following **Reports** from your MS Project:
   1. Current > *Completed tasks*
   2. Assignments > *Who does what when*
   3. Workload > *Resource usage*

**Attach print-outs in this section.**

# 6. Risk Management Plan

Copy the **Specific Project Risks** from the proposal and calculate the consequence factor, risk factor and probability factor.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Event** | **Consequence Factor** | **Probability Factor** | **Risk Factor** | **Risk Management Options** | **Strategies** | **Person Responsible** | **Rank** | **Close-out Date** |
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# 7. Health and Safety Plan

Type of risk: ‘health’, or ‘safety’

Probability: ‘h’, ‘m’, ‘l’

Scheduled meetings: with whom, date, time

Proposed contingencies: or mitigation actions

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| --- | --- | --- | --- | --- |
| **Issue** | **Type of Risk** | **Probability** | **Scheduled Meetings** | **Proposed Contingencies** |
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# Quality Management Plan

Issues with the project

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| **Review Date** | **Activity Reviewed** | **Reviewer Job Title** | **Issue** | **Resolution** | **Comments** |
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# Configuration and Change Management Plan

The Change Management Plan documents and tracks the submission, coordination, review, evaluation, categorisation, and approval for release of all changes to the project tasks. Its intended audience is the project manager, project team, project client/sponsor and any senior leaders whose support is needed to carry out the plan.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Request Title** | **Date of Request** | **Originator** | **Assigned To** | **Date of Response** | **Status** | **Date Request Closed** |
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# 10. Communication and Reporting Plan

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| --- | --- | --- | --- | --- | --- |
| **Type of Communication** | **Method** | **Date of Communication** | **Frequency** | **Information Disclosed** | **Participants** |
| *Meeting* | *In-person* | *Date* | *Weekly* | *Project status, problems, risks, changed requirements* | *Project Manager* |
| *Meeting* | *Tele-conferencing* | *Date* | *Fortnightly* |  |  |
| *Meeting* | *Email* | *Date* | *Once* |  |  |
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# 11. Conclusion and Recommendations

The conclusions section provides an effective ending to your project. The content should relate directly to the objectives of the project as stated in the overview and sum up the essential features of your project.

* States whether you have achieved your aims
* Gives a brief summary of the key findings or information from your project

In the recommendations section:

* You will want to keep this section brief and maybe to one paragraph or two
* Explain what you will recommend to the client and your project team.
* You can also mention ways to improve future projects like the one you did

Any mistakes that were made, and how you will avoid them in future projects.

# 12. References

# 13. Appendices