Project Title

|  |  |  |  |
| --- | --- | --- | --- |
| Author |  | Date |  |

# Overview

This section should provide details but not limited to

* Generic overview of project
  + Objectives – aim of the project?
    - These aims should be expressed in past tense and usually started with a word ending with ‘ed’
    - Improved, increased, enhanced etc.
* Outline of the problem statement
* How this project will benefit the stakeholder

# Project Background

This section should provide a detailed description about the project background

* List relevant current process
  + How is the stakeholder currently doing their process
* Provide references to any historic information

# Problem statement

This section should contain the following

* Problem statement ; clearly articulate the problem
  + What are the problems which emerge from the stakeholder’s current processes?
  + Give details on the extent of the problem – how long does it take to do x task per fortnight; extensive manual process; mistakes in data (occasionally, frequently, every week) etc.

# Project Scope

* Agreed project scope
  + What is not being covered in this project and why
  + Any constraints on the project
* List any hypothesis
* Outline phases of the project

# Project Benefits

Outline the benefits of the project

* Link the project with TCCS’ objectives and how it supports their strategic direction
* Give specific details on how the project will benefit the stakeholder
  + Saving x hours
  + Automating processes
  + Improving data quality etc.

# Stakeholders

List of the name of all the stakeholder who will be involved in this project

# Project Governance

List out roles and responsibilities of each stakeholder

Outline the communication strategy.

* Specify the type of communication, schedule, who initiates, recipient

# Deliverables Stage

Give a detailed list of deliverables

* What features in app

Project update at end of each stage

# Project Deadline

Project deadline for each stage if any or agreed project deadline

This should be determined in weeks UNLESS there are hard deliverable dates

# Resources

Any datasets required

Any software tools

# Risk

List any risk associated with this project

Minor risks may be dot pointed below

The high level risks are presented in Table 1.

Table 1: High Level Risks

| Risk No. | Description | Risk Level | Treatment Option | Mitigation Strategy | Revised Risk Rating |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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| --- | --- | --- | --- |
| **APPROVALS** | | | |
| IDA |  | Date |  |
| Stakeholder |  | Date |  |

# Project Update

|  |  |  |  |
| --- | --- | --- | --- |
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## Summary

*Outline the general progress and which milestones the project has met.*

## Milestones

### Achievements

List of the project elements which have been achieved.

* Commentary on achievements against schedule (timing)

### Milestones not achieved

List the project elements which have not been achieved.

* What is the impact of this not being achieved? How does this effect the schedule?
* Will it be? Is it being amended?

## Issues

Record any issues and the steps taken to mitigate them.

## Next Steps

Outline whether the project is progressing, on hold etc.

* If on hold – outline the reasons why

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROVALS** | | | |
| IDA |  | Date |  |
| Stakeholder |  | Date |  |

# Project Update 2

|  |  |  |  |
| --- | --- | --- | --- |
| Author |  | Date |  |

***Using the structure above, repeat as many times as needed – Delete if unnecessary***

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROVALS** | | | |
| IDA |  | Date |  |
| Stakeholder |  | Date |  |

# Meetings

List of all meetings held as part of this project

| Date and Time | Attendees | Description |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# 

# Definition of terms

| Term | Definition |
| --- | --- |
| IDA | Innovation and Data Analytics |
|  |  |

# References

| Name | Location |
| --- | --- |
| Email covering |  |
|  |  |
|  |  |

***Link any relevant information and attach relevant emails – delete if unnecessary***