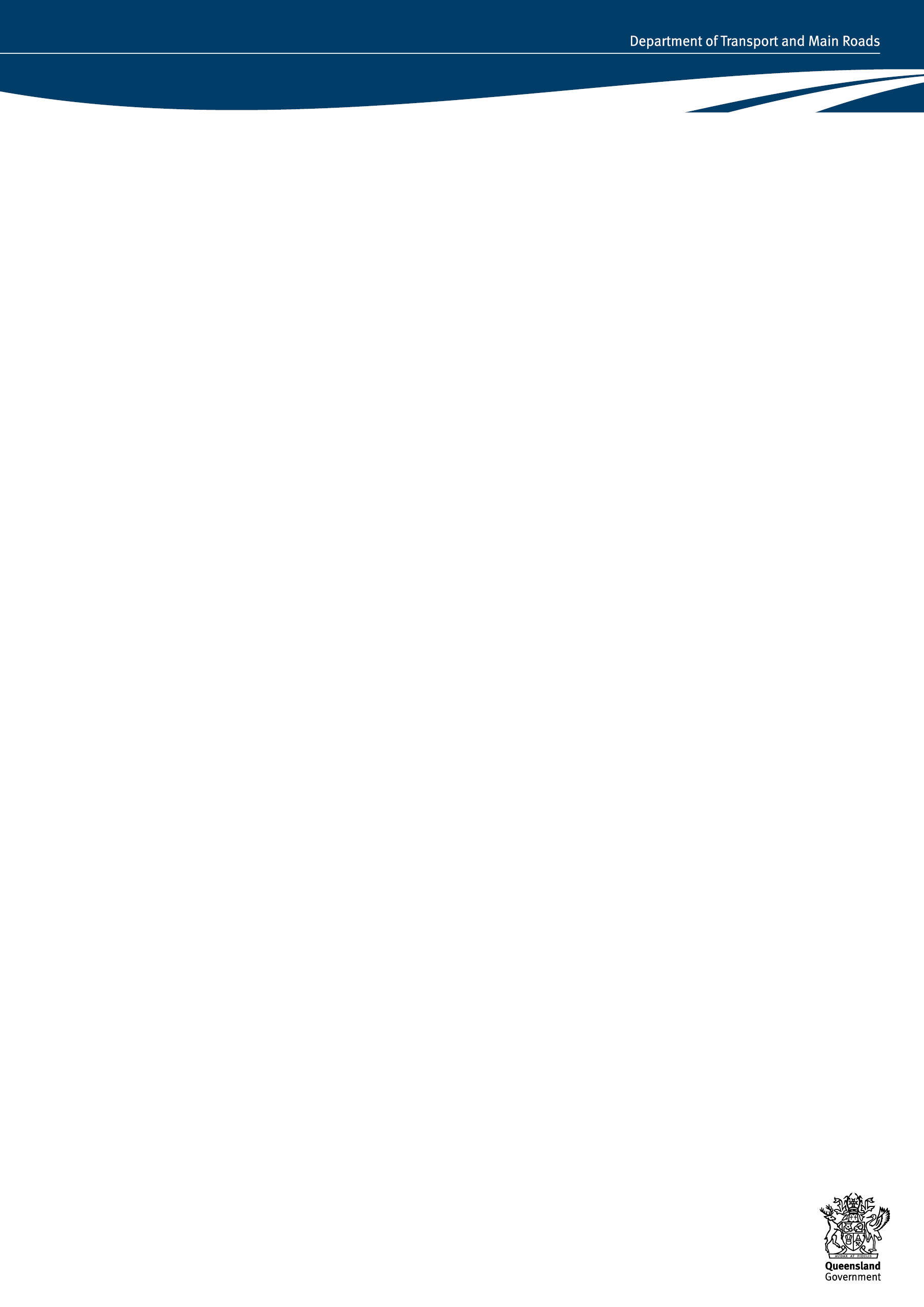
|  |
| --- |
| Project Plan  for small business/corporate project |



|  |  |
| --- | --- |
| This document describes how the project will be managed and provides a baseline for its delivery. | |
| **Project Name:** |  |
| **Project Number:** |  |
| **File No:** |  |
| **Project Description:** |  |
| **Date Project Scope Identification Form Approved:** | \_\_\_\_/\_\_\_\_/ 20\_\_\_ |
| **Approved Budget:** | $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project Sponsor:**  Name/Position |  |
| **Project Customer:**  Name/Position |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Expenditure flow** | **Prior Expenditure**  **$'000** | **20\_\_-\_\_**  **$'000** | **20\_\_-\_\_**  **$'000** | **20\_\_-\_\_**  **$'000** | **Total**  **$'000** |
| **Operating** |  |  |  |  |  |
| Salaries/FTEs |  |  |  |  |  |
| Consultants |  |  |  |  |  |
| Training |  |  |  |  |  |
| Other |  |  |  |  |  |
| **Total Operating Cost** |  |  |  |  |  |
| **Capital** |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Software |  |  |  |  |  |
| Other |  |  |  |  |  |
| Contingency |  |  |  |  |  |
| **Total Capital Cost** |  |  |  |  |  |
| **Total Project Cost** |  |  |  |  |  |

| **Project Control** | **Development Phase** | **Implementation Phase** |
| --- | --- | --- |
| **Scope Management**  *For In and Out of Scope statements refer approved Project Scope Identification Form.* | For any alterations to the approved scope, a Change of Scope form will be submitted and approved prior to implementing the scope variation. | |
| **Time Management**  *Show dates here, or attach an electronic schedule output.* | Are design activities required for this project? Yes/No.  Details?  Anticipated start \_\_/ \_\_\_/ 20\_\_ Anticipated completion \_\_ / \_\_/20\_  Any changes in milestones are to be approved using a Change of Scope Form. | Anticipated start of contract  \_\_\_/ \_\_\_/ 20\_\_  Anticipated end of contract:  \_\_\_/ \_\_\_/ 20\_\_  Any changes in milestones are to be approved using a Change of Scope Form. |
| **Cost Management**  *The initial project cost estimate/budget is noted in the Project Scope Identification Form.* | The Project Cost Estimate will be reviewed:  - following any initial design activities/or design changes; - prior to accepting any Offers.  SAP will be used to manage the current project cost estimate and a spreadsheet will be used for expenditure forecasts. | Any Variations during delivery will be reviewed against the approved scope and approved budget.  SAP will be used to manage the current project cost estimate and a spreadsheet will be used for expenditure forecasts. |
| **Quality Management:**  *Note any design requirements or standards, incl operations, environment, safety, or customer service standards* |  |  |
| **HR Management**  *Note Project Team* | Project Manager: (Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team Member/s: (Name/Role):  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ | Project Manager: (Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team Member/s: (Name/Role):  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ |
| **Communications Management**  (Internal & External) | Communication with?/By whom?  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ | Communication with?/By whom?  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ |
| **Risk Management**  *Note how risks will be assessed/considered & documented?* | Contingency/Risk Allowance will be determined by? *(Select one)*   * Costing risk items, ***or*** * Adopting a % of total cost | Contingency/Risk Allowance will be reviewed and updated during this Phase. |
| **Procurement Management**  *Note method of procurement/other method of delivery* | The following equipment/contractors/consultancies will be procured by:  Charges for contractors working in house will be accrued using CATS | Proposed delivery method  Charges for contractors working in house will be accrued using CATS |
| **Learnings & Finalisation Phase** | Any learnings will be recorded in a project learnings register. | Any learnings will be noted in a Completion Report/Close-out document/post-construction review. |

**Submitted (Project Manager)**

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

**Agreed to proceed (Sponsor – head of delivery group)**

|  |  |
| --- | --- |
| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

Comments:

**Attachments:** (where applicable)

1. Previous Scope Identification Statement and attachments
2. Any approved change of scope forms
3. Cost estimate
4. Schedule/Gantt chart
5. Corporate Risk Register

Creative Commons information

© State of Queensland (Department of Transport and Main Roads) 2017

88x31

<http://creativecommons.org.licences/by/4.0/>

This work is licensed under a Creative Commons Attribution 4.0 Licence. You are free to copy, communicate and adapt the work, as long as you attribute the authors.  
The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if its recognised as the owner of the copyright and this material remains unaltered.

|  |  |
| --- | --- |
| Interpreter_Symbol | The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 13 14 50 and ask them to telephone the Queensland Department of Transport and Main Roads on 13 74 68. |

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

TMR OnQ Template Version 3.0 (06/09/2017)