

Project Plan Development

"...A project plan documents planning assumptions and decisions, facilitates communication amongst stakeholders, documents approved scope, cost and schedule timelines..."

Our approach to project plan development is open and transparent. Our goal is to engage you and your business to ensure that all the key aspects of the project are identified and documented. The project plan becomes a statement of how and when a project's objectives are to be achieved, by showing the deliverables, milestones, activities and resources required by the project.

A project plan details the high level aspects of a business case, including any project goal identification. While we approached each project differently and individually, the core components of a project plan are based on the following:

- **Project Background:** we review the & requirements and detail the background and history of the project. This can involve a history audit outlining how the project originated, how it was approved and what consultative paths may have been followed.
- **Strategic Alignment of Project:** we work with you & your team to document what the project is going to deliver and its value to the business.
- **Project Objectives:** we list the agreed objectives, outputs or deliverables that contribute to the overall business. In many cases, the objectives can be gathered from the business case.

- **Project Scope:** working with you and your team, we develop the project scope. The scope articulates the project goals or targets. This also includes any assumptions that apply, the constraints the project must work within and any success indicators.
- **Project Deliverables:** the project deliverables quantitatively or qualitatively provide measurable values. The deliverables can be used for monitoring long term success and performance goals of the project.
- **Project Resourcing:** we spend time understanding the resources that may be required by the project, including staff, equipment, office space, software packages, travel & accommodation, materials, licences and provide some estimates to assist with budget management.
- **Project Structure:** we identify whether the project is a discrete entity in its own right or part of a larger project. We also outline which business units are directly and indirectly in scope for this project, and define the boundaries for each.
- **Risk Management:** we outline the key risks associated with the project, along with an estimate of probability, impact, and proposed mitigation strategies. This includes providing a risk log, contingency plans based on the probability and impact of identified risks and termination procedures.
- **Communications and Reporting:** in addition to the project management, we work with the business to ensure that the required members, participants and wider audiences are kept abreast of the project and its timetable.
- **Operational Management:** we assist with identify the business unit, branch or department and person/s that will be responsible for the product or service when the project has been completed.

The purpose of a project plan is to explicitly show what the project is going to deliver, when it will be delivered and its value to the business.