**Project Name**

Project Plan

Date

Prepared by

**Prepared by:**

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# Version Control

|  |  |  |
| --- | --- | --- |
| **Version** | **Details** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |

# Authorisation

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Project Background

Describe background to project.

# Project Purpose

Outline purpose of project.

# Project Objectives

The project objectives are:

|  |  |
| --- | --- |
| **Objective 1**  |  |
| **Objective 2** |  |
| **Objective 3** |  |
| **etc** |  |

# Scope

## Inclusions

* List here

## Exclusions

* List here

# Deliverables

List project deliverables and anticipated benefits.

|  |  |
| --- | --- |
| **Deliverable** | **Anticipated Benefit** |
| Deliverable description | Describe anticipated benefit/s |
|  |  |
|  |  |

# Tasks and Timeframes

List tasks and timeframes for each deliverable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Tasks** | **Timeframe** | **Due date** |
| Deliverable name | List tasks for each deliverable | Task duration | Deadline for tasks/deliverable |
|  |  |  |  |
|  |  |  |  |

# Roles and Responsibilities

List Project Manager and project team members – roles and responsibilities.

Attach CVs as required.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Responsibilities** |
| Project Manager |  |  |
|  |  |  |
|  |  |  |

# Stakeholders

List stakeholders and provide detail of stakeholder management and/or involvement.

# Project Dependencies

List project dependencies (if applicable) and how any dependency conflicts will be identified and managed.

|  |  |  |
| --- | --- | --- |
| **Project** | **Description** | **How to manage** |
|  |  |  |
|  |  |  |
|  |  |  |

# Communications Plan

*As appropriate for project*, list communication strategies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **Key Messages** | **Who** | **How** | **When** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Risk Management Plan

*As appropriate for project*, list identified risks, risk rating, mitigation plan, and residual risk for each.

Use colour coding shown for risk levels.

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Risk Rating** | **Mitigation Plan** | **Residual Risk** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Health and Safety Plan

If appropriate, include a health and safety plan.

Include where relevant: safety manager, site manager, hazard identification and risk assessment by type (delegated responsibility, initial risk level, controls for elimination or minimisation, residual risk level), first aid provision, management of volunteers, and any other health and safety issues.

# Project Reporting

Document project reporting and timings.

# Other Supporting Information

Add other supporting information if required.