**GUIDANCE BOX**

This Project Plan describes how the preparation, organisation and coordination of project activities and structure will be performed. It contains details of the strategies and information necessary to execute a project. This plan is more than just a single document, but a central repository linking to the entire set of management documents, spreadsheets, and charts used to manage this project.

Blue links throughout this Project Plan will link you to further templates stored on Docushare.

Following completion, the Project Plan should be submitted to the appropriate SMT member for review and approval. It is the SMT members responsibility to submit this document to the Director, ITS who will authorize its presentation to an SMT meeting for final signoff.  After final signoff the signed copy will be added to the Project Database by Strategy and Planning.

DOCUMENT LENGTH: No longer than 4-5 pages

If you have trouble completing this document, please contact Mike Rosenbrock, (470) 4677 or [mike.rosenbrock@otago.ac.nz](mike.rosenbrock%40otago.ac.nz)

**Note: all grey guidance boxes should be removed prior to submitting the form for approval.**

# Project Information

For more information on key roles for IT projects and their related duties, see the Guide to Project Roles & Responsibilities, (<https://docushare.otago.ac.nz/docushare/dsweb/View/Collection-7250>)

|  |  |
| --- | --- |
| Name | Provide a brief title, describing the project in two or three words. |
| Description | Provide a brief description, describing the project in one or two sentences. |
| Sponsor | Name the person initiating, requesting or funding the project. |
| SMT | Name the ITS Senior Management Team (SMT) member responsible for the project. |
| Project Manager | Name the ITS staff member responsible for the management and completion of the project. |

## Summary

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| **COMPLETE THIS BOX LAST**REQUIREDProvide a brief summary of all important fields from this document.GUIDANCEIt is important to provide your reader with a quick overview of important points before they read the detail.Identify the main points of the document that key personnel need to be aware of and provide a summary of each point. |
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## Document Management

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| REQUIREDProvide links to or list the locations of the documents created as part of the project, including meeting minutes, financial documents, technical specifications, design documents, and user requirements.GUIDANCEAccessibility is required so all documents can be stored in a central repository. |
| Working Documents | List or links to the working documents created by and used in this project. |

## Issue & Risk Management

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| REQUIREDProvide a summary of the Issues and Risks identified in the planning of this project. These registers will be maintained throughout the project lifecycle.  |
| Risks |
| Risk Description | Likely Impact  | Mitigation Strategy |
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|  |  |  |
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| Issues |
| Issue Description | Description of Resolution |
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## Schedule, Task & Resource Management

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| REQUIREDProvide a summary of the key milestones of the project. These are the main tasks that you expect to complete as part of the project. GUIDANCE You may also wish to produce a Project Work Breakdown Gantt chart which will provide a diagrammatic representation of the project activities.This document should contain:* Major milestones;
* Deliverables;
* Key activities;
* Timeline.
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| Key Milestones, Activities and Deliverables | Milestone | Delivery Date |
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| REQUIREDProvide an update on the budget required for this project.  |
| Budget |  |

## Communication Plan

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| REQUIREDProvide a list of appropriate activities to inform and train stakeholders about the project and the project outcomes. GUIDANCEThe project sponsor, responsible SMT member, and appropriate stakeholders should be consulted in the development of this list. Examples of effective communication strategies include meetings, presentations, reports, and website publications. |
| Stakeholder Group | Communication Strategy | Training Strategy |
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## Document Revision History

|  |  |  |
| --- | --- | --- |
| Version Number | Date | Description |
| 1.0 |  | Initial version of document |

## Acceptance

We have reviewed this document and approve of its contents.

***Sponsor***

[Sponsor Name]

[Sponsor Title]

Signed: Date:

***SMT***

[Name]

[Title]

Signed: Date:

***Submitted By:***

[Project Manager Name]

Signed: Date: