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**<Project Title>**

**Microsoft SPF Project Business Plan**

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*Organisational Unit*

DEPARTMENT OF ...

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Version 0.A (dd mmm yyyy)

## Acknowledgements

The contribution of the following individuals in preparing this document is gratefully acknowledged:

*<contributors/reviewers/developers>*

*The following paragraph should be included in the documents where these templates have been used as a basis for development.*

This document has been derived from a template prepared by the Department of Premier and Cabinet, Tasmania. The structure is based on a number of methodologies as described in the *Tasmanian Government Project Management Guidelines*.

For further details, refer to <http://www.projectmanagement.tas.gov.au>.

# DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is <release/version> <n.n> of the <Project Title> Project Business Plan.

The *Project Business Plan* is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as a complete replacement document. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

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 (for acceptance) (<name>, <Project Title> Project Manager)

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_  
 (for release) (Project Sponsor, <name, title>)

**1. BUILD STATUS:**

*The most recent amendment first.*

Version	Date	Author	Reason	Sections
<n.n>	<dd mmm yyyy>	<Name>	<e.g. Initial Release>	<All>

**2. AMENDMENTS IN THIS RELEASE:**

Section Title	Section Number	Amendment Summary
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## **1. Overview**

### **1.1. Project Title**

*(XYZ) – Abbreviation and Long Title.*

### **1.2. Project Background**

*Briefly describe the reasons for establishing the project and how it was initiated, include any relevant background information. This should be less than half a page long.*

## **2. Objectives and Scope**

### **2.1. Objective(s)**

*What is the goal of the project, what is it expected to deliver? A high level description of the objective(s) of the project (a one-liner).*

### **2.2. Outcome(s)/Benefits**

*List the target outcomes/benefits, the measures which will be used to measure success and the dates for achievement.*

### **2.3. Output(s)**

*Outputs (deliverables) describe what new products, services, businesses, or management practices will need to be implemented to meet each identified outcome. List all of the deliverable adding details as required.*

### **2.4. Assumptions and Constraints**

*It is important that assumptions made during the planning process are identified and recorded in the Project Business Plan along with any constraints. This may include deadlines, financial and budgetary, legislation, resource availability, environmental, technology, security etc.*

### 3. Project Management Plan

#### 3.1. Governance

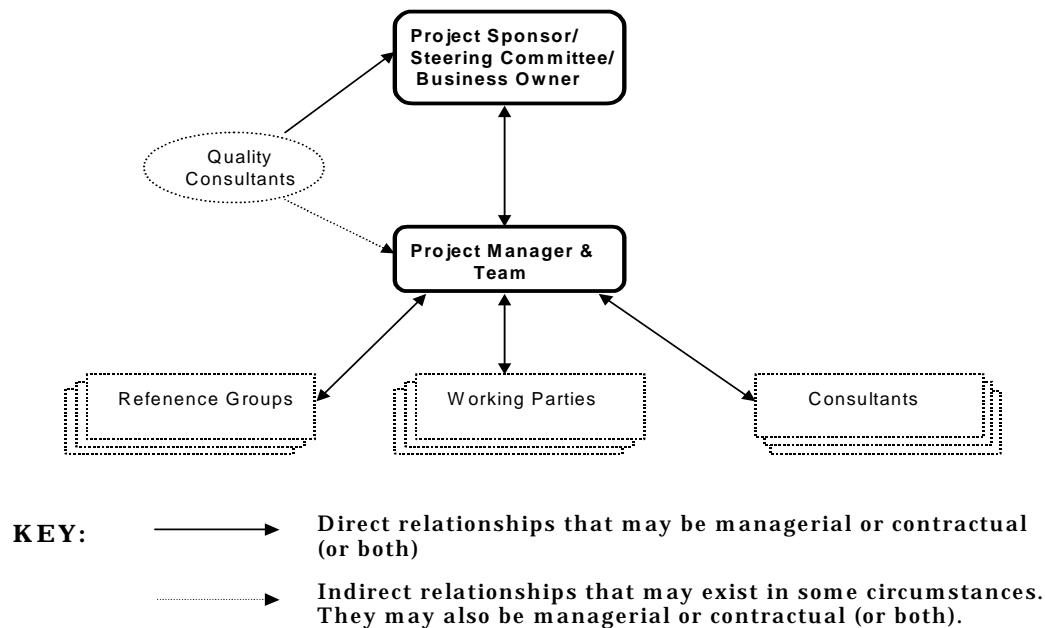


Figure 1: Governance Structure for the <XYZ> Project

Determine what parties you require from the figure above, list them in the paragraphs below and detail their responsibilities. Dotted boxes indicate Optional Groups.

#### 3.2. Project Sponsor/Steering Committee

Small to medium sized projects may have a Steering Committee or may just have a Project Sponsor/Line Manager. The Project Sponsor may be the Business Owner of the project. The Project Sponsor is a member of the Steering Committee, usually the Chair, and has delegated authority of the Steering Committee to assist with issues that arise outside the formal business of the Steering Committee.

Project Sponsor (Chairperson):

Members:

#### 3.3. Project Manager

The Project Manager delivers the defined project outputs. They manage the day-to-day aspects of the project, resolving planning and implementation issues, budgeting, and monitoring and reporting progress.

Nominee:

### **3.4. Project Team**

*The Project Manager leads the project team. It is desirable that the project team includes representatives from the business unit(s) affected by the project. The selection of people with the requisite skills for a project is critical to its overall success.*

*Contractors may be employed, external to the business area, to provide a specified service in relation to the development of project outputs.*

The proposed project team is:

Nominee(s): *[Name], [Title], [Section/Company] – [full time or part time]*

### **3.5. Reference Groups**

*Reference Groups provide forums to achieve consensus among groups of stakeholders. They may already exist, have an indefinite life span and may continue for the life of the project.*

### **3.6. Working Parties/Groups**

*These consist of small specialist groups dedicated to producing well-defined output(s) within a specific time frame and in accordance with the project plan requirements. A working party has no life beyond the delivery of that output.*

### **3.7. Reporting Requirements**

*Project reports for the Project Sponsor/Steering Committee are required to concentrate on the management issues of the project. The reporting frequency, the format and to whom the report goes should be described.*

*A template for Project Manager's Status Report is available.*

## **4. Stakeholder Management & Communication**

*List the key stakeholders who will impact the project or be impacted by the project and describe how they will be engaged. A summary of the overall key communication and management issues for the project, concentrating on what will contribute to the project's success or where a lack of communication can lead to failure may assist.*

*For further information on stakeholder management, refer to the Tasmanian Government Project Management Guidelines, Communication Planning Fact Sheet or the Large Project Business Plan etc.*

### **4.1. Related Projects**

*Identify any related projects and what the relationship is. The relationship refers to whether:*

- *a related project is dependent on or interdependent with this project; or*
- *whether this project is dependent on another project.*

*The nature of a dependency can include a shared relationship with data, functionality, staff, technology and/or funding.*

## **5. Resourcing Requirements**

### **5.1. Budget and Expenditure**

*Summarise the project's budget and expected expenditure.*

### **5.2. Other Resources**

*List other resourcing requirements, for example human resources, accommodation, IT equipment, information requirements.*

## **6. Risk Management Plan**

*A risk analysis is to be undertaken upon commencement and regularly reviewed throughout the project life cycle. The results of the initial analysis should be included as an appendix.*

*Include here a summary of the major risks, mitigation strategies, costs and an assessment as to the overall risk associated with the project. Also discuss how risks will be managed in relation to risk identification, reviews and reporting.*

*For further information on assessing the project's exposure to risk, refer to the Tasmanian Government Project Management Guidelines and the Risk Management Resource Kit.*

## **7. Quality Management**

*Quality Management should contain project specific information describing the:*

- *methodologies and standards;*
- *monitoring procedures;*
- *the review processes to be used to capture lessons learnt throughout the project;*
- *change/issues/problem management;*
- *review and acceptance procedures; and*
- *documentation and record keeping.*

## 8. Project Closure & Outcome Realisation

*Describe how the targeted outcomes (from paragraph 2.2) are going to be measured, by whom, when and reported to whom.*

*How are the outputs going to be handed over to the Business Owner? What are the training requirements and what ongoing provisions (for resources) have been made/are required? At what point will the project be closed?*

*Will a review be held to capture the lessons learnt from the project. If so describe the process.*

## 9. Project Activities and Milestones

*List the major activities and milestones for the project. Milestones are indicated by a blank scheduled start date. Activities in the predecessor column must be completed prior to this activity commencing.*

Id	Description	Who	Scheduled Start	Scheduled Finish	Predecessor
1					

## 10. Appendices

*The documents and forms **may** be attached to the Project Business Plan as appendices to enhance or meet specific project requirements. For example:*

- *Risk Analysis*  
*Provides 'snapshot' details of the current risk assessment and risk management strategies.*
- *Project Plan*  
*A 'snapshot' Gantt Chart, or similar, of major project milestones and processes.*

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# Appendix 1 - Risk Analysis

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*<separate pages for appendix headers are optional>*

*Copy in the Risk Management Template here and complete as per the Risk Management Fact sheet, both available from [www.projectmanagement.tas.gov.au](http://www.projectmanagement.tas.gov.au).*