Vice Chancellor’s Work Slate Initiative - Program Evaluation Plan

PROJECT OVERVIEW & IMPLEMENTATION PLAN  Rev: {DDMMM20XX}

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Project Title:

[Please specify the name of the initiative]

Project Objectives

[Describe the project concept and intentions of the project and convert this into a formal, planned, resourced and (where applicable) funded project, in a way that:

- clearly and explicitly defines the objectives and scope of the project,
- develops an overall schedule of activities and resources (project plan) required to carry out the whole project,
- develops a detailed schedule of activities and resources (stage plan) required to carry out the next stage of the project,
- defines a project organisation structure which can be used to effectively manage and carry out the necessary work,
- establishes a convincing business case for the project,
- gains commitment and approval to the project from the appropriate level of senior management,

To ensure that:

- the project is firmly set up for success, and
- the probability of producing a high quality outcome on budget and on schedule is maximised.]

Project Plan

[Develop a process by which the project objectives can be achieved. The process will typically involve carrying out a number of tasks leading to a series of deliverables during the course of the project.

Work Breakdown structure: For clarity of purpose and for project control reasons, it is useful to arrange these tasks in a top down structure, which progressively specify the required work in more detail. Tasks can also be ordered by priority. At the Project Initiation Stage resources and associated time commitment, required to carry out the project, are defined. The work breakdown structure provides a basis for budget estimates. The resource and time commitment can be used to calculate an end date for the project and an estimate of its cost. This information is key input into the establishment of a business case for the intended project. The overall project schedule is not at a sufficient level of detail to enable the allocation of actual resources to tasks, or to control progress. By Phase 1 (and all subsequent phases), it is necessary to produce a more detailed plan for these purposes. The Project Initiation stage is described here as a sequence of steps. In reality, once the objective and scope have been defined, many of these steps occur in parallel, and the step outcomes/deliverables are developed iteratively, since there are many dependencies between the steps. It is necessary to plan the Project Initiation stage and therefore a Project Initiation Plan, scheduling the activities and resources, is needed.

Project Initiation should be conducted in a relatively short timeframe when compared to the rest of the project. Small projects should take one or two days, whereas medium to large may take longer. Projects will produce a Project Initiation Report, an overall plan for carrying out the whole project, and a more detailed plan for the next stage of the project. It consists of:

- clearly defined objective,
- clearly defined dimensions of scope,
- overall schedule of activities for the project (project plan),
- project organisation,
- clearly defined project control procedures to check and confirm quality, usage of resources, costs and time, manage change and track issues,
- clearly stated business justification for the project,
- project budget.
In addition to the above, the plan for the next stage consists of:

- detailed schedule of activities for the stage (stage plan)
- quality review standards for products to be produced
- identified resources and associated costs

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<th>Phase</th>
<th>Description</th>
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Project Organisation Structure
[The way the project is managed and executed is the key to its success. The involvement of the right people for information/data capture, decision making and implementation is also crucial. It is necessary to identify and recruit these people at the start of the project and to define the project organisation structure. It is also necessary to establish the procedures that will be used by the people in the project organisation structure to carry out and control the project work.]

Team Membership
[State the proposed membership of the Portfolio Team]

Project Methodology
[By completing the Project Initiation Stage, the chances of a successful conclusion to the project will significantly increase. Upon completion of the Project Initiation stage, a Project Board (or similar) will make one of two decisions:

- Go / No: Go for the whole project
- Go / No: Go for the next stage

The "go / no go" decision for the whole project generally applies to small and medium projects, where the detailed stage plan will be for the whole project. The "go / no go" decision for the next stage generally applies to large projects. The next stage will usually be a detailed analysis of requirements. At the conclusion of this stage the project plan will be updated and a detailed stage plan for the next stage created. A recommendation to proceed will need to be taken to the Project /Board for funding (where necessary) of the entire project.]

Key Deliverables
[List the outputs delivered]

Costing and Budget
Financial
[Provide the estimated budget for the project]

Human resources
[Estimated costs for the no. of staff involved]

Recommendation
It is recommended that the Project Lead:

- [Indicate the actions required of the project lead to launch the initiative into project stage.]

Author and title
Approver and title
Date