

Project Plan

Project Title

Project Timeframe

Version No.

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Attachments:

Context

Purpose

Objective of the Project

Outputs of the Project

Outcomes of the Project

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Project Structure

Delivery Roles and Accountabilities

| <i>Role</i> | <i>Accountability</i> | <i>Assigned to</i> |
|-------------|-----------------------|--------------------|
| | | |
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Analysis

Risk Management Plan

| Risk ID | Risk Identification | Consequence | Likelihood | Inherent risk exposure (before treatment) | Risk treatment to reduce risk to acceptable level | Responsibility |
|---------|--|-------------|------------|---|---|----------------|
| R-001 | Lack of staff numbers and/or capability results in significant delays. | 5 | 5 | 25 (high) | Mitigate: <ul style="list-style-type: none"> Recruitment /resource strategy. Actively work to retain staff Executive to review work priorities and facilitate resource flexibility | |
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Notes:

- Consequence:
 - 5 = Catastrophic The consequences would threaten the survival not only of project but also the organisation, causing major problems for stakeholders, the administration of the project or for a large part of the organisation. Financial implications would have extreme consequences for the organisation.
 - 4 = Major The consequences would threaten the survival or continued effective functioning of the project or organisation. Financial implications would have very high consequences for the organisation.
 - 3 = Moderate The consequences would not threaten the project or organisation, but would mean the administration of the project could be subject to significant review or changed ways of operating. Financial implications would have medium consequences for the organisation.
 - 2 = Minor The consequences would threaten the efficiency or effectiveness of some aspects of the project or organisation, but would be dealt with internally. Any financial implication would be of low consequence.
- Likelihood:
 - 1 = Insignificant The consequences are dealt with by routine operations. Any financial implication would be of negligible impact.
 - 5 = Almost certain The event is expected to occur in most circumstances
 - 4 = Likely The event will probably occur in most circumstances
 - 3 = Possible The event could occur at some time
 - 2 = Unlikely The likelihood of the event occurring is low
 - 1 = Rare The event may occur only in exceptional circumstances
- Exposure:
 - High = Consequence x Likelihood Score of 10 or more.
 - Moderate = Consequence x Likelihood Score of 5 to 9.
 - Low = Consequence x Likelihood Score of 1 to 4.

Work Plan

Methodology

Detailed Work Plan

| Milestones/Key Activities | Timing | People |
|---------------------------|--------|--------|
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Monitoring and Reporting

Reporting to cover:

- Achievement of project outputs including due diligence reports completed and progress on and status of conveyances;
- Other issues of note

Delivered weekly via electronic media.

Approval

Approval of Initial Project Plan

| <i>Role</i> | <i>Name</i> | <i>Signature</i> | <i>Date Approved</i> |
|-------------|-------------|------------------|----------------------|
| DEWHA | | | |