Small Project Lifecycle Plan

[Project Name]

Author: [Author]

Date: [yyyymmdd]

Version: [#.#]

Operator notes:

All instructional text is displayed in blue font colour in the template. These should be deleted prior to the document being distributed for review and approval.

Update text within square brackets which is placeholder text with relevant text.

E.g. [yyyymmdd] should be changed to latest date 20130305

Use this basic structure and type sizing for all your covers. Do not manipulate or rescale any of the graphic components. Use initial caps in your headings with capital letters for proper nouns only.

Document Control

**Document location**

| Location |
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**Author**

| Position | Name | Contact no |
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**Revision history**

| Version | Issue date | Author/editor | Description/Summary of changes |
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**Reviewed by**

| Version | Issue date | Name | Position | Review date |
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**Approvals**

Approval refers to the approver’s acceptance of the content and overall intention of this Business Case, including acceptance of any commitments described to enable successful delivery of the initiative. The approver, where relevant, also confirms that this Business Case complies with relevant strategies, policies and regulatory requirements. Sign-Off should only be provided by the incumbent authorized to represent the business area within which the role resides. Where a forum is providing sign-off, a representative will be required to sign-off on the forum’s behalf.

| Version | Issue date | Name | Position | Approval date |
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**Related documents**

| Document | Location |
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Table of Contents

[1 Document Purpose 4](#_Toc342386579)

[1 Project Information 5](#_Toc342386580)

[2 Objectives & Summary 5](#_Toc342386581)

[3 Background 5](#_Toc342386582)

[4 Scope 5](#_Toc342386583)

[4.1 Scope Statement 5](#_Toc342386584)

[4.2 Exclusions 5](#_Toc342386585)

[4.3 Constraints 5](#_Toc342386586)

[4.4 Assumptions 6](#_Toc342386587)

[4.5 Dependencies 6](#_Toc342386588)

[4.5.1 Information Technology 6](#_Toc342386589)

[4.6 Deliverables 6](#_Toc342386590)

[5 Resource Requirements 7](#_Toc342386591)

[6 Estimated Cost 8](#_Toc342386592)

[6.1 Contingency 9](#_Toc342386593)

[6.2 Reoccurring Cost 9](#_Toc342386594)

#  Document Purpose

The purpose of this document is to provide a single point of reference for a Small Project throughout its lifecycle within the ITS Project Delivery Framework. The aim of the document is to provide sufficient quality information to enable effective governance and visibility. The document will describe the initiative’s business justification, approval traceability, and project scope and delivery information. As such, this document should be updated throughout the project and contain as much information as available at that point in time.

The Small Project Plan will usually be developed by the Project Manger during the Start Up phase of the ITS Project Delivery Framework; however it should still be developed for projects entering the lifecycle at a later stage.

During the Start Up phase, this document will capture:

* Idea registration information
* Concept definition
* Background and objectives
* High level estimates

Should the concept progress and require funding, the document will act as a Business Case and also include:

* Detailed estimates – resources, timescales, costs, etc.
* Detailed/updated information from previous sections of the document

As the project moves through the subsequent delivery phases it will continue to provide new and more granular information.

This is a Key Deliverable required for submission at Stage Gate 1.


# Project Information

|  |  |
| --- | --- |
| Proposed Project name:  | Name |
| Project ID:  | Provided by ITS Project Office |
| Requested by: | Name, Title, Business Unit, Division and Department |
| Project Sponsor: | Name and Title |
| Project Manager: | Name and Title |

# Objectives & Summary

What is the project about? Please summarise the project in a few short paragraphs, including objectives, expected benefits and critical dates. Refer to the Initiative Proposal if applicable.

# Background

Why does the project need to be done? Briefly explain the triggers or consequences of not initiating this project. Describe what the current situation, issues or proposed enhancement is. State all known details of the problem rather than a proposed solution. Refer to the Initiative Proposal if applicable.

# Scope

Define clearly what will be included in the scope of this project. This will assist with any future changes in scope and help prevent scope creep. Note that changes to the approved scope in this section will be subject to the ITS Projects Change Control Procedure.

### Scope Statement

For example: “The project scope is to develop and implement an equipment booking system for the Swinburne University IRC. The preferred solution is to customise system XX. The scope of the solution is limited to the development and implementation of system XX. Note that the project also involves re-engineering current business processes and managing people change requirements, i.e. more than just the implementation of System XX.”

As more details become available during the project, add it in here. Include what is in scope for the initiative in terms of the University, the application, if applicable and the functions.

### Exclusions

List the tasks and outputs that will be excluded specifically from the project. Exclusions will confirm project boundaries and assist in the clear definition of the scope of the project.

Reference all exclusions here such as scope that will be delivered, but outside of this project (by BAU or another project); and scope that will not be delivered.

### Constraints

List the factors that are known and will impact on the ability to achieve the project objective(s). Some examples of constraints could be equipment, resources, technology, budget, materials, environment, site restriction, standards, weather, politics, etc.

### Assumptions

Assumptions are only items outside the control of the initiative management. They relate to University policies, regulations and cost. They may also cover the benefits, assumed resourcing and capacity, acceptance of business change and known dependencies, constraints etc. These assumptions may have a key impact on the size and amount of work to be performed during the project.

Assumptions as to Quality, Dependencies, Priority, Resources, etc., should be treated as risks and the mitigations included in the time and cost estimates or in the contingency estimate.

### Dependencies

Describe the things on which the project will depend during its lifecycle. Include dependencies that other projects and/or initiatives have upon this project as well as the dependencies that this project has on other projects and/or initiatives.

### Information Technology

Describe any IT infrastructure or other IT services that will be required. Does the initiative and its infrastructure comply with the university’s Applications Architecture strategy/principles? Include the following:

* Infrastructure, e.g.: hardware, operating system licences, communications networks, cabling, server access etc.
* Additional infrastructure to support the project such as additional development, test, change or training environments.

### Deliverables

Outline the key deliverables to be completed by the project. A Deliverables Register can be found in the EPM tool to record and manage deliverable reviews, approval and acceptance. Use of this register is optional for Small Projects.

| **Prefix** | **Deliverable description** | **Phase** | **Planned date** |
| --- | --- | --- | --- |
| Del-ID |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Resource Requirements

Based on the information that has been gathered at this stage, estimate the project resource requirements. How will the project team be structured? In particular, which resources are required such as external sources, BAU, etc?

As part of the development of this document, all resource requirements should be discussed and agreed with those areas providing them.

Clearly describe the resource-cost model to be applied to this project. Where operational resources, (such as BAU), are contributing to the project, state the funding source describing any instances such as back fill costs, business unit funding of resources or any other resource-cost arrangements.

Note: It is important to define clearly the resource requirements and associated funding in this document as its approval will imply formal commitment to these arrangements. Refer to Section 1 Document Control.

This list is not exhaustive; delete/add resources as required.

|  |  |  | **Estimated no of FTEs** |
| --- | --- | --- | --- |
| **Roles** | **Source** | **Funded by** | **Initiate** | **Develop** | **Implement** | **Close** | **Total** |
| e.g. Project Manager | Internal |  |  |  |  |  |  |
| Business Analyst |  |  |  |  |  |  |  |
| Procurement Resource |  |  |  |  |  |  |  |
| Application Developer |  |  |  |  |  |  |  |
| DBA |  |  |  |  |  |  |  |
| Security Architect |  |  |  |  |  |  |  |
| Infrastructure |  |  |  |  |  |  |  |
| Data Analyst |  |  |  |  |  |  |  |
| Consultant  | External |  |  |  |  |  |  |
| SME | BAU –specify area |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

# Estimated Cost

Project costs entered at the Start up Phase are estimates only and are subject to refinement and validation during the subsequent project stages. Please specify funding source if known.

This list is not exhaustive; delete/add item lines as required.

|  |  |  |
| --- | --- | --- |
| **Cost Category – External** | **Estimated Cost $** | **Comments/ Funding Source** |
| Resources |  |  |
| *e.g. consultants/ contractors* |  |  |
| Infrastructure |  |  |
| *e.g. hardware* |  |  |
| *e.g. communications networks* |  |  |
| Applications/Software |  |  |
| *e.g. licences* |  |  |
| Third Party Vendor |  |  |
| Training *i.e. procurement of training resources* |  |  |
| Travel |  |  |
| Expenses |  |  |
| Other |  |  |
| **Sub-Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Cost Category – Internal** | **Estimated Cost $** | **Comments/ Funding Source** |
| BAU Resources |  |  |
| BAU Training |  |  |
| Travel |  |  |
| Other |  |  |
| **Sub-Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Total Project Cost Summary** | **Estimated Cost $** | **Comments/ Funding Source** |
| **External Costs Sub-Total** |  |  |
| **Internal Costs Sub-Total** |  |  |
| **Contingency** |  |  |
| **Total** |  |  |

## Contingency

Describe the reasoning supporting the contingency amount allocated to the total project cost estimate. Include details on the agreed approach on how the approved contingency will be managed.

**Approval must be received prior to contingency release.**

## Reoccurring Cost

**NOTE: It is expected that approval of this document indicates that sign off has been received from the business unit providing the ongoing project costs. This indicates acceptance of the project’s future cost as part of their normal operational budget.**

The following ongoing costs will need to be included in normal business operational budgets.

Please ensure that all IT and other BAU costs required to support or maintain the solution after the project has been closed down have been documented and agreed. This includes ongoing costs such as any annual operational or maintenance costs that may result from the project and any one-off costs to be incurred by the business post project completion. This may include, but are not limited to:

* Ongoing third party supplier support costs.
* Additional resource costs required to maintain operations, e.g. additional service desk, faculty staff, service desk.
* Additional IT resource costs required to support the business solution after go-live.
* One off depreciation costs as a result of project.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Yr. 1** | **Yr. 2** | **Yr. 3** | **Business Unit which will incur the on-going cost** |
| e.g. Hardware replacements | <Value> | <Value> | <Value> | <Business Unit> |
| e.g. Licences | <Value> | <Value> | <Value> | <Business Unit> |
| e.g. Maintenance |  |  |  |  |
| **Total Ongoing Costs** | $ | $ | $ | $ |