Sample project management tool

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| Project Name:  (Suggest an initial name for the project, remember the importance of acronyms, giving the project a positive image and that is understandable by a wide range of stakeholders.) |  |
| Background/Context:  (What led to this being a priority project - specific information relating to the background/context/rationale of this particular project) |  |
| Scope:  (What is within the scope of this project? What is excluded? What are the boundaries of this project?) |  |
| Objectives:  (An explanation of what the project is meant to achieve; objectives should be specific, measurable, achievable, realistic and time limited. Objectives should be expressed with ‘action oriented words e.g. review, undertake, conduct, improve) |  |
| Deliverables:  (What piece/s of work do you intend to provide? E.g. research paper; eight focus groups; a new database) |  |
| Methodology:  (How will you achieve the deliverables? How will you implement this project? What methods will you use e.g. focus group consultation; research; contract out part of the process) |  |
| Key Tasks:  (Outline the key tasks to be undertaken in the implementation of the project – consult, research, develop, report, feedback, implement, review) |  |
| Stakeholders:  (Internal and external stakeholders - those individuals, groups, or sectors who are engaged in the project directly and who may be impacted by the outcome of the project) |  |
| Consultation Plan:  (What information do you need from stakeholders; how will you access this information; how will this information be useful to your project) |  |
| Project Governance:  (Who reports to whom on what? Who or what body makes decisions or has the authority to endorse or approve over the life of the project?) |  |
| Issue Management:  (How do you intend to manage and report issues?) |  |
| Communication Strategy:  (How will people be kept informed of the project progress and outcomes? Who needs to know what, when, for what purpose? How will you report on the project?) |  |
| Time:  (When will the project commence and what is the target date for completion?) |  |
| Cost/Budget:  (What seed and other funding is set against the project?) |  |
| Risks Analysis:  (What are the risks associated with this project? How will these risks be managed?) |  |

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