[Program Name] [Project Title] Project Plan

1. Project Plan
   1. Summary

|  |  |
| --- | --- |
| **Project Title** | **[Insert here]** |
| **Project Purpose** | [Insert here] |
| **Project Sponsor** | Health and Wellbeing Queensland (HWQld) |
| **Senior Responsible Officer** | Sally Russell-Hall (Prevention Programs Lead) |
| **Program** | [Insert program name here] |
| **Project Lead** | [Insert here] |
| **Budget / Resources** | [Insert here] |

|  |  |  |  |
| --- | --- | --- | --- |
| **Version Control** | **Date** | **Responsible Officer** | **Details** |
| **Version 1.0** | *DD/MM/YYYY* | *[Insert Name]* | *[List relevant changes made]* |
| **Version 2.0** |  |  |  |
| **Version 3.0** |  |  |  |

* 1. Project Statement

What is the goal of this project? Think of this as your Elevator Pitch.

* 1. Project Objectives

What do you hope to achieve through delivery of the project?

* 1. HWQld Strategic Alignment

Outline the strategic alignment with HWQld Strategic documents.

|  |  |
| --- | --- |
| **Drivers** | **Description** |
| **e,g**   * **Making Healthy Happen Strategy 2032 and Action Plan** * **Gather and Grow Strategy 2023 – 2032 and Action Plan** * **HWQld Strategic Plan 2023-2027** | *[Project title] will form a critical component of the implementation of, for example, the Making Healthy Happen Strategy Ambition 2: to empower people to stay healthy.*  *[Insert details re: Alignment with any relevant strategies].* |
| **e.g.** |  |
| **Strategies** |  |

* 1. Project Deliverables

List the key deliverables as outlined in the Contract. These should be measurable items, so consider the SMART criteria.

* 1. Project Milestones

What are the key milestones /outputs?

* + 1. Project Schedule

Refer to Appendix # for a high-level Project Schedule.

* 1. Anticipated Process, Impact and Outcome Indicators

|  |  |
| --- | --- |
| **Impacts/ Outcomes** | **Description** |
| **1** | *Insert details here e.g., Improved engagement and support of key stakeholders in offering and promoting healthy food and drinks in Queensland School Tuckshop* |
| **2** |  |
| **3** |  |
|  |  |

* 1. Cost Management

Clearly outline the anticipated investment to achieve this project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Estimated Cost** | **Funding Source** | **Notes** |
| **Funding** | *$XX* | *HWQld / Program* | *Insert details here* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Dedicated FTE** | *$XX* | *HWQld / Program* | *Insert details here* |
| Insert position (X FTE) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Effort/Expertise** | *$XX* | *HWQld / Program* | *Insert details here* |
|  |  |  |  |
|  |  |  |  |

* 1. Project Governance

Provide a high-level overview of how the project will be managed (i.e., Project lead, Working Groups, Project Sponsor, Steering or Advisory Committee/s, if relevant).

* + 1. Project Controls
       1. Risk Management (Risk: something that could happen)

Risks will be managed according to the risk management process:

* The project lead will be responsible for the overall maintenance of the project risk register.
* The project lead and stream lead will be responsible for ensuring that risks are correctly logged in the risk register, that appropriate mitigation plans are developed and carried out, that the risk register is kept up-to-date, and the necessary stakeholders are consulted.
  + - 1. Issue Management (Issue: something that has already occurred)

Issues will be managed according to the issue management process:

* The project lead will be responsible for the overall maintenance of the issue register.
* Issue owners will be responsible for ensuring that appropriate actions are being taken to escalate or resolve issues within the appropriate timeframes, that the issue register is kept up to date for their respective issues and the necessary stakeholders are consulted.

What are the key risks and/or issues that you have identified and how will you mitigate them?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Risk (R) or Issue (I)** | **Description** | **Probability** | **Impact** |
| **Time** | *R* | *Insert details here* | *High/Medium/Low* | *High/Medium/Low* |
| **Scope** |  |  |  |  |
| **Engagement** |  |  |  |  |
| **Budget** |  |  |  |  |
| **Governance** |  |  |  |  |
| **Organisational** |  |  |  |  |
| **Reputational** |  |  |  |  |
|  |  |  |  |  |

* + - 1. Project Documentation

Indicate below how you will document and report on project status.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Frequency** | **Author** | **Distribution** | **Notes** |
| **Project Plan** | *Six-monthly* | *Insert name* | *Email* | *Insert details here* |
| **Implementation Plan** |  |  |  |  |
| **Communications & Engagement Plan** |  |  |  |  |
| **Project Status Update (1-pager)** |  |  |  |  |
| **Financial Report (if applicable)** |  |  |  |  |
| **End of Project Report** |  |  |  |  |
| **Annual Financial Acquittal Report (if applicable)** |  |  |  |  |
|  |  |  |  |  |

1. Authorisation

|  |  |  |
| --- | --- | --- |
| **Approved by Project Lead:** |  | **Date:** |
| **Signature:** |  | */ /* |
| **Approved by Stream Lead:** |  | **Date:** |
| **Signature:** |  | */ /* |
| **Approved by Director:** |  | **Date:** |
| **Signature:** |  | */ /* |
| **Approved by Executive Sponsor:** |  | **Date:** |
| **Signature:** |  | */ /* |

1. Appendices

The following appendices have been recommended to enhance your program’s project plan, depending on size/scope.

* 1. Project Schedule
  2. Project Scope
  3. Stakeholders
  4. Roles and responsibilities
  5. Communication and Engagement Plan
  6. Program Logic Model
  7. Evaluation Plan
  8. Detailed budget