[Insert organisation name/logo]

# OPTIONAL PROJECT TEMPLATES

**🖌Note**

The following optional project templates are to be used independently of one another and may be used independently or in addition to the Project Plan Template.

Please remember that it may not be necessary to include all templates or a full project plan for every project. The length and details of projects should be proportional to the size and scale of the project.

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## 1. PROJECT ISSUES REGISTER

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description of issue** | **Date**  **raised** | **Status**  **(Open or**  **closed)** | **Deadline for resolution** | **Responsibility for**  **resolution** | **Date closed** | **Comments, details of**  **resolution** |
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## 2. RESPONSIBILITIES MATRIX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Who is responsible?** | **Who is accountable for ensuring the task is done?** | **Who should be consulted about it?** | **Who should be informed that it is being/has been done?** |
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## 3. STAKEHOLDER COMMUNICATION PLAN

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder** | **Role in project** | **Key interest & issues** | **Communication method** | **Frequency** | **Comments** |
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## 4. PROJECT OVERVIEW

|  |  |
| --- | --- |
| **Project name** |  |
| **Project background** |  |
| **Purpose** |  |
| **Scope** |  |
| **Objectives** |  |
| **Assumptions, constraints and risks** |  |
| **Project deliverables** |  |
| **Schedule/ timeframe** |  |
| **Budget** |  |
| **Issues for special consideration** |  |
| **Organisations involved** |  |
| **Project contact details** |  |

## 5. PROJECT STATUS REPORT

|  |  |
| --- | --- |
| **Project Name** |  |
| **Date** |  |
| **Project manager/leader** |  |
| **Accomplishments since last report** | |
|  | |
| **Upcoming Activities** | |
|  | |
| **Summary of issues, concerns and recommended actions** | |
|  | |
| **Other comments** | |
|  | |

## 6. CONTRACT AND PROCUREMENT PLAN

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What goods and services are required** | **Which team or staff members will they be needed for?** | **How will the goods be sourced?**  **Eg: preferred supplier list** | **When will the goods and services be required?** | **Where will the goods/services be obtained?** | **How will the contract/purchasing be managed?** | **How will the contract be finalised and reviewed?** |
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## 7. RISK MATRIX AND ACTION PLAN

**Within any project, it is essential to indicate the risks associated with the project and to provide a strategy on how to evaluate the risk, and then, how to address the risk.**

### Risk matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Almost certain** | Low- Medium | Medium | Medium-High | High | High |
| **Likely** | Low | Low- Medium | Medium | Medium -High | High |
| **Possible** | Low | Low | Medium | Medium -High | High |
| **Unlikely** | Low | Low | Low- Medium | Medium | Medium -High |
| **Rare** | Low | Low | Low | Medium | Medium -High |
|  |  | **Minimal** | **Minor** | **Moderate** | **Significant** | **Severe** |
|  |  | **Impact** | | | | |

**Risk likelihood**

|  |  |  |
| --- | --- | --- |
| **Rating** | **Description** | |
| **Almost certain** | 90% or greater probability | Expected to occur in most circumstances |
| **Likely** | 50-90% probability | Will probably occur in most circumstances |
| **Possible** | 20-50% probability | Could occur at some time |
| **Unlikely** | 10-20% probability | Not expected to occur |
| **Rare** | <10% probability | Would occur only in exceptional circumstances |

**Risk rating**

|  |  |
| --- | --- |
| **High** | Should generally be avoided |
| **Medium-High** | Requires short-term action to mitigate the risk |
| **Medium** | Requires medium-term action to mitigate the risk (work within other priorities) |
| **Low-Medium** | May require attention |
| **Low** | Manage by routine procedure |

### Risk action plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk** | **Risk rating** | **Proposed Action** | **Resources** | **Responsibility** | **Reporting and monitoring required** |
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## 8. TIME MANAGEMENT PLAN

**[Outline the complete timeframe of the project/service, as well as major activities and deliverables]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Activity description** | **Timeframe** | **Estimated**  **date to be completed** | **Deliverables** |
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## 9. BUDGET MANAGEMENT

**[Insert resources and associated costs, indicate GST inclusive/exclusive)]**

|  |  |
| --- | --- |
| **[Project/service name]** | |
| **Item** | **Costs** |
| **Wages and on-costs**  [Example:   * Full-time project manager @ 38 hours/week for 3 years] | $ |
| **Transport and travel expenses**  [Example:   * Vehicle lease * Fuel * Flights * Accommodation] | $ |
| **Operating expenses**  [Example:   * Mobile phone * Venue hire * Catering] | $ |
| **Resource production**  [Example:   * Print and design * Distribution] |  |
| **Management fee**  [generally 5%] | $ |
| Sub total | $ |
| GST |  |
| **Total** |  |

## 10. END OF PROJECT REVIEW TOOLS

### 10.1 Project review guide

|  |
| --- |
| **Project definition and management** |
| * Were the project objectives met? * Were the project goal and objectives clearly and accurately defined? * Was the project scope accurately defined? * Were project costs recorded, tracked and managed during the project? * Were the stakeholders identified and engaged appropriately? * Was the project achieved within budget? * Did the project outcome address the original need/problem/opportunity? * Was the project delivered within scope? * Was the project resourced adequately? |
| **Project governance and quality control** |
| * Were roles and responsibilities well defined? * Were the right people involved in the project team? * Were the right people involved on the Steering Committee? * Were quality controls implemented and completed successfully? |
| **Risk and issue management** |
| * How well were risks identified throughout the project? * How well were risks managed and mitigated throughout the project? * How well were risks communicated throughout the project? * How well were issues identified, communicated and managed throughout the project? |
| **Project communications** |
| * What worked well? * What could be improved? * Comment on project team meetings, steering committee meetings, project reports, email communications, and business communications. |
| **Change management** |
| * How well were changes to the project managed? |
| **Lessons learned** |
| * What learning’s should be shared with others and implemented for future projects? |

### 10.2 Project review plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Project name** |  | | |
| **Date of review** |  | | |
| **Project manager/ leader** |  | | |
| **Project objectives** | | | |
| **Objectives** | | **Achieved** | **Detail/ comment** |
|  | | **Yes □**  **No □** |  |
| **Project scope** | | | |
| **In scope** | | **Achieved** | **Detail/ comment** |
|  | | **Yes □**  **No □** |  |
| **Project deliverables** | | | |
| **Deliverables** | | **Achieved** | **Detail/ comment** |
|  | | **Yes □**  **No □** |  |
| **Summary of lessons learned** | | | |
|  | | | |
| **Other comments** | | | |
|  | | | |
| **Project manager signature** | |  | |
| **Date** | |  | |

### 10.3 Project follow-up plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name** |  | | | |
| **Date of review** |  | | | |
| **Project manager/ leader** |  | | | |
| **Lessons learned** | | | | |
| **Description** | | **Importance\*** | **Follow-up actions** | **Responsibility** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **Project handover** | | | | |
| **Description of task** | | **Importance\*** | **Actions** | **New responsible** |
|  | |  |  |  |
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|  | |  |  |  |

\* Importance level

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not important Highly important** | | | | |
| **1** | **2** | **3** | **4** | **5** |