



Project Plan and Control (Live Document)

Insert

Comment [m1]: Insert Project Name

Template: E2015/36109

Project Plan Approval

Insert

I determine that the Project Plan is approved and that the project may progress to the phase:

Project Authoriser Name	
Title	
Signature	
Date	

Comment [n2]: Project authoriser to sign on satisfactory completion of the Project Plan Document signifying the completion of the 'plan project' phase and beginning of the 'implement project' phase.

Document Version Control (Live Document Updates)

Insert

Issue/Revision	Date	TRIM Number	Brief Description of Change	Author
Version 1				

Comment [n3]: Insert in the table below successive versions of the Project Plan leading to its authorisation, and following that, updates relating to control actions during the implementation phase.

Project Control Information

Project Number

Insert:

Comment [m4]: Insert in the table below the Project Number from the Authority Project Register.

Project No:	
TRIM Folder:	
Job/Work Order Number:	
Contract Number:	
Parcel Number:	
Grant Number (from funding body):	

Approvals

Insert:

Comment [m5]: Insert in the table below the information relating to the decision-making process of the project. That is, the approval information relevant to this stage of the project. For example, completion of the Project Plan document, approval by appropriate delegated officer, Executive Team approval, or resolution of the council that authorizes the project, DA, building certification or Director approvals under ISEPP, Approved Project Change Requests etc. Update as required.

Approval Process	Dates	References/TRIM record number
e.g. Project Definition Document	e.g. 2 May 2017	E20xx/xx

Project Sponsor and Project Officer

Insert:

Comment [m6]: Insert in the table below the project sponsor, who will be a member of the Management Team and their contact details. Include the name of the responsible Project Officer.

Project Authoriser (Management Sponsor):	Email:	
	Direct Phone:	
Project Officer:		

Project Definition and Scoping

Insert:

Comment [m7]: Insert the TRIM reference number for the **approved** Project Definition document. Provide additional information at each bullet point to record updates if required (where not allowed for further in the Project Plan) or additional information to the Project Definition Document.

Refer to the Project Definition Document (E20xx/xx) for the following items:

- Strategic Alignment
- Project Objective
- Subject Land (initial research) – Refer to Project Program for the project's detailed land assessment documents (e.g. planning report, REF, SEE, EIS etc) and their approval in the Approvals section above.
- Project Assumptions
- Project Constraints
- Identified Risks (initial) – Refer to Project Risk Plan below for detailed risk assessment.
- Project Scope
- Project Key Dates (initial) – Refer to Project Program below for detailed milestones and program.
- Project Resources (initial identification) – Refer to Project Organisation chart and Program/Gantt below for currency.
- Project Budget Estimates (initial) – Refer to Project Budget below for detailed budget.
- Related Projects
- Associated Documents

Project Program

Project Program/Gantt

Insert

Project Program/Gantt TRIM Number:

OR

Task Description	Duration	Start	Finish	Precedents	Resources
1. e.g. Develop RFQ Documentation	e.g. 4 weeks	8 Sep 2017	6 Oct 2017		e.g. Project Team
2. e.g. Issue RFQ	e.g. 2 weeks	6 Oct 2017	20 Oct 2017	1	e.g. Project Team

Project Delivery Status Phases and Key Milestone Dates

Insert

Project Phase/Milestone	Completion Date
Initiate Project	
Plan Project	
Implement Project	
Complete Project	

Comment [m8]: Insert below either:

- The TRIM number of the project program or Gantt chart. This may be in the project officers preferred form e.g. MS Project, Excel or Word. Example MSEcel Simple Weekly Gantt Template: E2016/27076. MSEcel Daily Gantt Template: E2016/27074. Other Gantt templates available with TRIM 'title word' search "projecttools2016".
- Or complete the MSWord table program provided below.

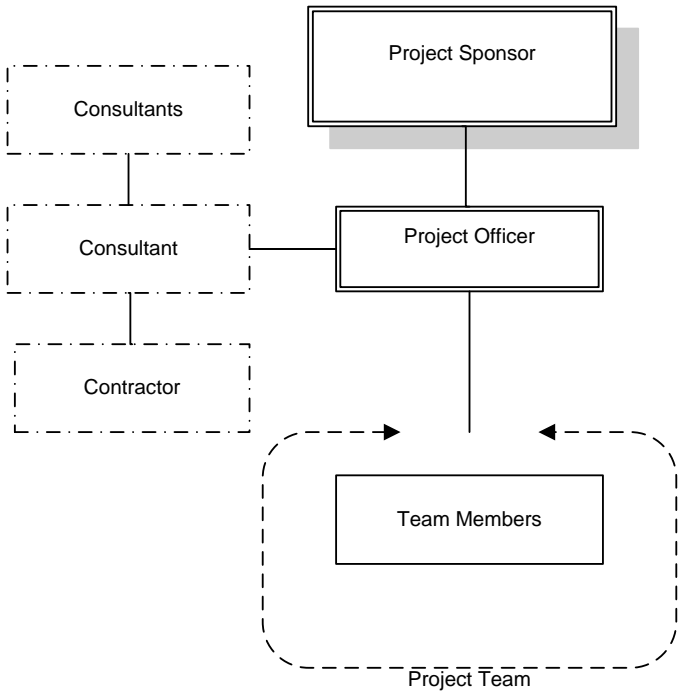
The program/Gantt should be a detailed list of all the tasks required during the project to achieve the project objectives and deliverables, an estimate of how long each task will take, who will be responsible for each task, what the start and finish dates are for each task, and which tasks are dependant on other tasks either being started or being completed.

Comment [m9]: Insert in the table below, a summary of the anticipated completion dates for each key phase of the project and key milestones.

Project Organisation Chart

Insert:

Comment [m10]: Insert below a word org chart or visio chart of the project organisational structure



Project Resource Plan

Insert:

Comment [m11]: Insert here the position title of the staff required implement the project, and the cost for those staff to the project (if any).

Project Team

Position Title	Manager / Supervisor	Estimated Cost (if applicable)
e.g. Project Officer	e.g. Manager XX	e.g. \$10,000

Project Resources

Insert:

Comment [m12]: Insert here what resources are required (beyond staffing requirements) to implement the project, and the cost for those resources to the project.

Resource Type	Resource Details	Estimated Costs (For Review)
e.g. Architect	e.g. Concept Design	e.g. \$15,000

Resource Responsibility Assignments

Insert:

Comment [m13]: Ensure resources are assigned against each task/activity in your prepared program/Gantt chart. E.g. this can be done by inserting a column in the Gantt and noting the resource name/title against each task (as allowed for in the Project Program table provided above). Alternatively, provide separate detail of responsibility assignments here.

Refer to Project Program above.

Project Budget

Insert.

Capital Budget

Description	Estimate	Funded	Allocated Source
e.g. Concept Planning	e.g. \$55K	e.g. \$55K	e.g. 6228.031

Operational Budget

Description	Estimate	Funded	Allocated Source
e.g. Building Maintenance	e.g. \$10k p.a.	\$0	TBA

Comment [m14]: Insert in the tables below the estimated Capital Costs for the project, and the ongoing estimated operational costs to Council once the project is implemented.

Communication Plan (Project Stakeholders)

Insert.

Consultation and Engagement Plan TRIM Number:

OR

Name & Position Title	Contact Details	Relationship to Project	Method	Frequency
e.g. Phil Warner Manager Assets & Major Projects	e.g. phil.warner@byron.nsw.gov.au	e.g Program Manager	e.g. Email/Phone/Monthly team meetings/ Monthly PSR	e.g. As required

Comment [m15]: Insert here either:

- Stakeholder information for all stakeholders to the project (including the project team, project control group, Executive Team, Councillors, community. Detail how and when communication will be undertaken with each identified stakeholder; Or
- For larger/high risk projects, please complete a 'Consultation and Engagement Plan' Template: E2014/11898 and insert the TRIM reference number here.

Project Procurement Plan

Insert:

Product or Service	Type of Purchase	Type of Procurement	Responsible Officer	Date Required	Special Requirements
e.g. Quantity Surveyor	e.g. Consulting	e.g. Quotation	e.g. Project Officer	e.g. 2 May 2017	e.g. Knowledge of local available product and supplier resources

Comment [m16]: Insert here all the procurement processes that are required to meet the project objectives and deliverables, including the type of procurement process and contract, the responsible project team member, the date the service/product is required, and any special comments relevant for the procurement process to be planned and carried out.

Project Quality Plan

Insert

Deliverable	Criteria	Assessment/Testing	Responsible
e.g. Develop & Finalise RFT Documentation	e.g. Comprehensive detailed RFT documentation	e.g. Robust review (including legal) prior to issuing	e.g. P.Team/Legal Svcs

Comment [m17]:
Insert here the criteria by which you ensure the quality of the project outcomes. Quality criteria may be things like Building Codes, Australian Standards, Legislative requirements, product performance, OSH requirements, internal risk guidelines, professional codes; or may involve building inspections, planning approvals, software testing, audit processes, etc; and will include the performance standard for the project deliverables.

Project Risk Plan

Insert:

Comment [m18]:

Insert here identified risks relating to the project. Identifying risks will involve thinking about what could go wrong, determining their likelihood, their probable impact on the project, and detailing ways of treating (mitigating, avoiding, or transferring) each risk.

Use Council's adopted risk matrix tool, refer E2013/32370 which is reproduced below.

Risk Reference Number	RISK CATEGORY & DATE IDENTIFIED Governance, Contractual and Legal - O H & S - Public Liability Environment - Financial - Political, Reputation and Image	THE RISK What can happen, a description of the risk	VULNERABILITIES Potential causes	IMPACT/OUTCOME What will be the consequences if the risk event occurs	RISK OWNER Officer responsible for managing the risk	INHERENT RISK RATING - NO CONTROLS			RISK CONTROL MEASURES Actions, treatment, strategies to remove, minimise or transfer risk.	RESIDUAL RISK RATING Following implementation of risk controls			CONTROL OWNER Identify responsible officer implementing risk control measure	ACTION COMPLETE DATE Specify deadline or may be ongoing	MONITORING AND REVIEWING Identify responsible officer, including details about frequency and final review.
						Consequence	Likelihood	Current Risk Rating		Consequence	Likelihood of Consequences	Residual Risk Rating			
1	e.g. Public Liability Feb 2016	e.g. Site works on a busy intersection	e.g. Works spilling onto the road reserve	e.g. Physical injury Pedestrian and traffic disruption	e.g.BSC Compliance Site Contractor	4	3	High	e.g. Hoarding Temp fencing TMP Public Safety Plan Public awareness media campaign.	4	1	Medium	e.g. Site Contractor	e.g. During construction period	e.g. Fortnightly site meetings Random site inspections
2															
3															

Version Date and Number:
Maintained By: Responsible Project Officer
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Parcel Number (if applicable):

Station Street, Mullumbimby NSW 2482
PO Box 219, Mullumbimby NSW 2482
Tel: (+61 2) 6626 7000
Fax: (+61 2) 6684 3018
council@byron.nsw.gov.au
www.byron.nsw.gov.au

4																
5																
6																
7																
8																
9																
10																

Likelihood and Consequence Descriptors

Consequence Descriptors						
	Insignificant	Minor	Moderate	Major	Catastrophic	
Governance, Contractual and Legal - Risks relating to leases, contract works, compliance with legislation and policy, public private partnerships	Isolated non-compliance or breach; minimal failure of internal controls managed by normal operations; negligible financial impact.	Contained non-compliance or breach with short term significance, some impact on normal operations and minor financial impact.	Serious breach involving statutory authority or investigation; significant failure of internal controls; prosecution possible with significant financial impact.	Major breach with fines and litigation; critical failure of internal controls; long term significance and major financial impact.	Extensive fines and litigation with possible class action; threat to viability of organisation, program or service.	
Public Liability - Risks that could lead to injury or fatality of Council workers, including registered volunteers.	Injuries or ailments not requiring medical treatment; minimal loss to organisation.	Minor injury or First Aid Treatment Case; medium loss to organisation.	Serious injury causing hospitalisation or multiple medical treatment cases; high loss to organisation.	Life threatening injury or multiple serious injuries causing hospitalisation; very high loss to organisation.	Death or multiple life threatening injuries; worst case loss to organisation.	
WH & S - Risks that could lead to injury or fatality of Council workers, including registered volunteers.	Injuries or ailments not requiring medical treatment	Minor injury or First Aid Treatment Case	Serious injury causing hospitalisation or multiple medical treatment cases	Life threatening injury or multiple serious injuries causing hospitalisation	Death or multiple life threatening injuries	
Environment - Risks relating to potential release of pollutants or damage to the natural environment.	Minimal environmental impact; isolated release only	Minor environmental impact; on-site release immediately controlled.	Significant environmental impact; on-site release contained with assistance.	Major environmental impact; release spreading off-site; contained with external assistance.	Fatalities occur; extensive release off-site; requires long term remediation.	
Financial - Risks relating to financial losses that impact on Council programs and business operations.	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M	
Political, Reputation & Image - Risks that result in community concern or criticism and/or negative media attention.	Isolated, internal or minimal adverse attention or complaint. No impact on funding or political support.	Heightened local community concern or criticism. Possible minor impact on funding and political support at local level.	Significant public criticism with or without media attention. Significant impact on funding and/or political support at local level.	Serious public or media outcry, broad media attention. Major impact on funding and/or political support at local and state level.	Extensive public outcry; potential national media attention. Complete removal of funding source and/or political support at local, state and federal level.	

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			Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Likelihood Descriptors	Almost Certain	Is expected to occur in most circumstances	5	Medium	High	High	Extreme	Extreme
	Likely	Will probably occur	4	Medium	Medium	High	High	Extreme
	Possible	Might occur at some time in the future	3	Low	Medium	Medium	High	Extreme
	Unlikely	Could occur but doubtful	2	Low	Medium	Medium	High	High *
	Rare	May occur but only in exceptional circumstances	1	Low	Low	Medium	Medium	High *

Risk Treatment Level

Priority	Action Required
Extreme	<p>This rating level is not acceptable</p> <p>Report immediately to Senior Management</p> <p>Consider alternate activity unless appropriate controls are implemented</p> <p>Develop specific Treatment/Action Plan for immediate implementation to address extreme risks</p> <p>Allocate actions and budget for implementation within one month</p> <p>Report to Senior Management on effectiveness of control</p>
High	<p>Develop and implement a specific treatment/Action Plan for high risks</p> <p>Consider alternate activity unless appropriate controls are implemented</p> <p>Allocate actions and budget to minimise risk; monitor implementation</p> <p>Report to Senior Management on effectiveness of control</p>
Medium	<p>Develop and implement a specific Treatment/Action Plan for medium risks</p> <p>Allocate actions and budget to minimise risk where existing controls deemed inadequate; monitor implementation</p> <p>Management to consider additional controls</p>
Low	<p>Accept and Monitor low-priority risks</p> <p>Manage via routine procedures where possible; monitor via normal internal reporting</p>
<p>* Priority for attention - Action</p> <p>Every care should be taken to act as soon as possible to implement risk control measures wherever possible or to take action to fix the problem. Extreme and High risk especially where the risk relates to people and personal injury require us to act immediately to take steps to fix the problem.</p> <p>The suggested timing of treatment does not mean that immediate action ought not be taken or that the timing can not be completed sooner than suggested.</p>	