**Project Plan**

Enter Project Name and Number

Project Manager

**Document History**

## Document Details

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| **Author** |  |
| **Date** |  |
| **Version** | Draft |
| **Review Date** |  |
| **Classification** | Public |

## Version History

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| **Version No.** | **Date** | **Author** | **Distribution** | **Summary of Changes** |
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## Approval History

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| **Version No.** | **Approval Date** | **Approved By** | **Title** |
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***Please note:*** *Text in blue italics is for guidance only and should be removed in final version.*

**Background**

LINK to Project Initiation Document (PID)

*Add here any changes or relevant additional information gathered during the pre-project phase*

**Approved Business Need**

*Approved date:*

*The underlying need for the project:*

* *To better equip the University in its day to day management of XYZ*
* *To support staff*
* *To provide a system to do XYZ*

**Scope**

The area to be covered by the activity

*Refined and updated with further details from the PID after pre-project phase.*

In scope:

* xxxx
* xxxx

Out of scope:

* xxxx
* xxxx

**Deliverables**

*Tangible outcome of the activity*

*Refined and updated from the PID*

* *New system*
* *New process*
* *New roles / responsibilities*

**Main Success Factors**

*How will you know when your project is complete?*

* *Measurable criteria to be used*

**Risks & Issues**

*When identifying and scoring risks please ensure you comply with the University guidelines on Risk Appetite regarding Estates and Infrastructure:*

*“Residual risk scores arising from assessment of risks concerning the overall project delivery should be as low as possible and should not exceed 12, providing that residual scores for compliance, financial and reputational risk aspects are within the tolerances for those categories.”*

[*View the full Risk Appetite Statement*](https://livenapierac.sharepoint.com/:f:/r/sites/iservices/crossdepartment/ISProgramme/PMO/Project%20Toolkit/RiskAppetite?csf=1&web=1&e=uHdSN8)

Risks:

* *Detail any risks that have been identified in pre-project*

Issues:

* *Detail any issues that have been identified in pre-project*

LINK to RAID Log, Risks/Issues on SharePoint site, etc.

**Dependencies & Constraints**

Time:

* *Detail any time restrictions & constraints identified in pre-project*
* *e.g. System has to be in place for use in AY xx/xx*

Procurement Requirements & Timescales:

* *No procurement required*
* *PRF allow 3 months +*
* *OJUE allow 6 -12 months*
* *Procurement timescales to consider, detail in Budget/Resources*

Interdependencies:

* *Detail any dependencies that have been identified in pre-project*

Project Resource:

* *Detail staff time to deliver work required and engagement with the project identified in pre-project*
* *Constraints*
* *Detail any issues that have been constraints in pre-project*

Governance:

* A [Privacy Impact Assessment](https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/PrivacyImpactAssessments.aspx) will be needed (Y/N)

**Benefits**

*Measurable improvement resulting from projects deliverables:*

* *Easier access to management information*
* *Reduced staff data manipulation time*
* *Easier promotion of research activity to attract students, staff and partners*
* *Any dis-benefits, any expected outcomes that will be negative*

**Baseline Data / Measurement Plan**

*How will the project measure improvement resulting from projects deliverables:*

* *Identify key metrics to monitor, drive and prove benefit*
* *Review analyse any available business measures*
* *Baseline data gathering or plan to*
* *Identify benefit owner*

**Budget & Other Resources**

*Where will budget for project spend come from and likely areas of spend*

*Revenue Budget of XX will cover:*

* *Licences*

*Capital Spend of XX will come from XXXX (DSIC, ULT, Other depart.) Budget and will cover:*

* *25K Capital spend on buying new product*
* *10 K Capital spend on consultancy*
* *15 K Revenue spend on year 1 licence and maintenance*

*Ongoing system management- budget identified/ to be addressed through project*

*Budget will be monitored and reported on by XXXX*

*If the spend is over £12K then a Procurement Request Form (PRF) is required.*

**Project Staff & Reporting**

*People that are likely required to make the project a success*

Sponsor/Business Owner:*xxxx*

Project Manager/Lead:*xxxx*

Project Board/Steering Group (Agreed):

* *Senior Supplier/System Owner of solution e.g. IT lead, Business Owning Department Management:*
* *Senior user of solution e.g. academic/student/admin staff*
* *Key Stakeholders to support decisions/resolve issues, promote project*

Project Team (Proposed):

* *Technical Lead: xxxx*
* *Process Owner Lead xxxx*
* *Business Area 1 Lead: xxxx*
* *Business Area 2 Lead: xxxx*
* *Business Area 3 Lead: xxxx*

System/Project Deliverable Customers:

* *E.g. Academics, Administrative Staff, Students*

**Delivery and Communications Plan**

Options Appraisal:

* *Will the project carry out an options appraisal?*

Solution Design & Deployment:

* *Has a UX assessment been carried out*
* *Is there a proposed solution design, or deployment plan?*

Testing & Acceptance:

* *Test plan, who will carry out technical & User testing*
* *What are the acceptance criteria before handover?*

Who will be communicated with and when:

* *Stakeholder matrix may be required.*

**Handover Plan**

*Who will use the deliverables above and what assistance will they require to fully benefit ?*

* *Training requirements for IS and users*
* *Support requirements for IS and users*

**Detailed Milestone Plan**

*Proposed sequence of events to realise outcomes who will use*

* *Agree scope, roles and responsibilities: Feb 20xx*
* *Initial Project Board: Feb 20xx*
* *Create Communications Plan: Feb 20xx*
* *Process/Requirements Capture activity: Mar 20xx*
* *Formulate Requirements and Specification: Mar 20xx*
* *Sign off with Project Board: Mar 20xx*
* *System build (incl. System/data warehouse links) Jun 20xx*
* *System test Jul 20xx*
* *Training for new system: Jul 20xx*
* *System in place for use: Sep 20xx*
* *Project evaluation and closure Oct 20xx*

*Gantt Chart Link – Link out to MS Project timeline.*

**Additional Information**

*Enter any additional information.*

Please complete, upload to the relevant Project SPS and send the link to [pmo@napier.ac.uk](mailto:pmo@napier.ac.uk)