

# Project Proposal

**Business Case**

<Project Name>

Table of Contents

[Project Proposal 1](#_Toc409034711)

[Table Of Contents 2](#_Toc409034712)

[1. Executive Summary 2](#_Toc409034713)

[2. Overview 3](#_Toc409034714)

[3. Benefits / Costs / Analysis 4](#_Toc409034715)

[4. Alternative Solutions 7](#_Toc409034716)

[5. Project Management Framework 8](#_Toc409034717)

[6. Guidelines/Standards 9](#_Toc409034718)

[7. Key Stakeholders 10](#_Toc409034719)

[8. Project Plan 11](#_Toc409034720)

[9. Detailed Cost Breakdown 12](#_Toc409034721)

[10. Key Measures 13](#_Toc409034722)

[11. Communications Plan 14](#_Toc409034723)

[12. Related Projects 15](#_Toc409034724)

[13. Project Team 16](#_Toc409034725)

[14. Risk Identification 17](#_Toc409034726)

# 

# Executive Summary

# Overview

**2.1. Project Title**

**2.2. Project Sponsor**

**2.3. Overall Governance**

The project will report to the Project Board.

In accordance with the Governance process, a Project Board (PB) will be established by the CEO.

**2.4. Project Objective and Deliverables**

The project objective is to improve support for global business operations.

The deliverables are:

|  |  |
| --- | --- |
| **S/N** | **Deliverables** |
|  |  |
|  |  |
|  |  |

**2.4. Critical Assumptions and Constraints**

# Benefits / Costs / Analysis

**3.1. Benefits**

The project will provide improved support for the global business through:

**3.1.1 Improved Service**

**3.1.2 Security**

**3.1.3 Productivity**

**3.1.4 Performance**

**3.1.5 Availability, Reliability and Stability**

**3.2. Costs**

Costs related to the preparation of Initial Business Case are covered by current cost levels (BAU), estimated to have been <*Insert # of days to prepare the Business Case*> days activity.

The remaining costs of the project are estimated as follows:

#### Summary of Project Costs

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Total** |
| **Capital** |  |  |  |  |  |
| **Operational** |  |  |  |  |  |
| **On-Going** |  |  |  |  |  |
| **Total:** |  |  |  |  |  |

**3.3. Risks to the success of the Initiative**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description of Risk | Strategy for Managing Risk | The Impact from an Event Happening  \*(see below table) | The Likelihood of the Event Happening  \*\*(see below table) | Assessment of Overall Risk Level |
| Project does not proceed | Project submission |  |  |  |
| Project Governance | Establish Project Board.  Appoint Project Manager.  Project Frameworks and Methodologies.  Reporting.  ITIL Processes. |  |  |  |
| User Acceptance | GM IT Business Support co-ordinates requirements.  ITS Business and Operational Plan align with Business.  Proof of Concept.  User Acceptance Testing. |  |  |  |
| Business Continuity | Lessons learnt from previous projects observed.  Changes implemented out-of-hours to minimise impact to business.  Proactive and Comprehensive planning.  End-User-Training strategy.  ITIL Processes. |  |  |  |

**\* Qualitative Measures of Impact**

This table provides a general description at each level of the potential impact for each risk. Note that these descriptors are examples only and each activity or project should clearly articulate its own specific impact criteria.

|  |  |  |
| --- | --- | --- |
| Level | Descriptor | Example detail description |
| 1 | Insignificant | The impact can be dealt with by routine operations |
| 2 | Minor | The impact would threaten the efficiency or effectiveness of some aspect of the project, but would be dealt with internally |
| 3 | Moderate | The impact would not threaten the project, but could mean it would be subject to significant review or changed ways of operations |
| 4 | Major | The impact would threaten the survival or continued effective function of the project and requires top level management or ministerial intervention |
| 5 | Catastrophic | The impact threatens not only the survival of the project, but Austrade itself |

**\*\* Qualitative Measures of Likelihood**

This table provides a general description at each level of the potential likelihood of each risk occurring.

|  |  |  |
| --- | --- | --- |
| Level | Descriptor | Example detail description |
| 1 | Rare | May occur only in exceptional circumstances |
| 2 | Unlikely | Could occur at some time |
| 3 | Possible | Might occur at some time |
| 4 | Likely | Will probably occur in most circumstances |
| 5 | Almost Certain | Is expected to occur in most circumstances |

**3.4. Appraisal**

The project is required to

# Alternative Solutions

**4.1 Alternative 1**

*<Describe the Alternative>*

**4.1.1 Advantages**

*<List the Advantages>*

*<For each item determine if it is quantifiable or notional>*

**4.1.2 Disadvantages**

*<List the Disadvantages>*

*<For each item determine if it is quantifiable or notional>*

**4.2 Alternative 2**

*<Describe the Alternative>*

**4.2.1 Advantages**

*<List the Advantages>*

*<For each item determine if it is quantifiable or notional>*

**4.2.2 Disadvantages**

*<List the Disadvantages>*

*<For each item determine if it is quantifiable or notional>*

# Project Management Framework

Schedule Meetings and Reports:

* Refer to Communications Plan (Section 7)

# Guidelines/Standards

* The project will utilise a sub-set of the PRINCE2 methodology for planning, monitoring and reporting.

# Key Stakeholders

*<List here the Key Stakeholders>*

# Project Plan

See attached

# Detailed Cost Breakdown

| **Phase** | **Description** | **FY<yy>**  **$000** | **FY<yy+1>**  **$000** | **Comments** |
| --- | --- | --- | --- | --- |
| Planning | Planning & Design |  |  | Initial planning and project documentation prepared internally, utilising BAU resources. |
| Analysis/  Design/  Build | IT Operation |  |  |  |
| Testing | System testing |  |  | * Consider Resources to provide application UAT testing * Technical support during testing |
| Pilot |  |  |  | Technical support to project during pilot |
| Production  Deployment |  |  |  | Technical support to project during Deployment |
| Training |  |  |  |  |
| **Totals:** |  |  |  |  |

# Key Measures

* Increased productivity and higher employee satisfaction from mobile users
* Contemporary global IT software platform
* Improved business support for posts/offices
* Improved system availability
* Collaboration service which adds value to knowledge workers
* Implementation of technology solution which meets business requirements
* Exploits existing investment in the global platform

# Communications Plan

The Communications Management Plan is based on the appropriate use and balance of informal and formal communication processes, utilising the following controls:

* Written records shall be retained for significant conversations, e-mails, and informal meetings;
* Minutes shall be taken for formal Project Review meetings;
* Project reporting shall occur in accordance with the requirements of the Reporting Schedule.
* The Project Manager shall act as the central point of contact, and be responsible for information management and direct contact will be maintained with relevant stakeholders for the purposes of organising tasks/activities.

**Reports / Communication mediums**

The following report formats and communications mediums shall be utilised (by the indicated parties) for the duration of the Project:

* Weekly progress review report – **Project Manager**
* Fortnightly Project Board Status Review – **Project Board**
* Monthly Status Report Format – **Senior User**
* Exception Report – **Project Board & Senior User**
* Newsletters – **General User**

**Meeting / Reporting Schedule**

The project-reporting shall occur in accordance with the following defined reporting requirements.

|  |  |
| --- | --- |
| **Meeting / Report Type** | **Occurrence** |
| Project Board Meeting | Fortnightly |
| Project Board Status Review | Fortnightly |
| Team Leader Progress Review | * Weekly reporting (by Thursday) * Other times as deemed appropriate |
| Project Review | Monthly (last Friday calendar month) |
| Exception Reporting | * On occurrence of significant variance from the Project Plan * Upon Request |
| Newsletters | * Monthly * Other times as deemed appropriate |

# Related Projects

# Project Team

The project team(s) will comprise contractors, organisation’s technical and user input

* IT Operations
  + IT Platform Engineer
  + Technical Staff members
* External Consultants
* User Representatives

# Risk Identification