|  |  |
| --- | --- |
| Document Author: | (Name of the Author) |
| Document Owner: | **Sasria** |
| Document Reference: | **(Draft / Final)** |
| Version no.: | **( e.g. V.01)** |
| Document Classification: | **(General/Confidential)** |
| Release Date | **14 May 2021** |

**DOCUMENT CONTROL**

**This document has been reviewed by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewer** | **Date reviewed** | **Comments** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

table of contents

[1. PROJECT DEFINITION 3](#_Toc71189170)

[2. PROJECT APPROACH 3](#_Toc71189171)

[3. PROJECT MANAGEMENT TEAM STRUCTURE 3](#_Toc71189172)

[4. ROLE DESCRIPTIONS 3](#_Toc71189173)

[5. INFORMATION QUALITY MANAGEMENT STRATEGY 3](#_Toc71189174)

[6. RISK MANAGEMENT STRATEGY 3](#_Toc71189175)

[7. COMMUNICATION MANAGEMENT STRATEGY 3](#_Toc71189176)

[8. PROJECT PLAN 3](#_Toc71189177)

*This document contains Help Text in Normal Help (blue, italics) format, which must be deleted prior to submission to the customer*

# PROJECT DEFINITION

*Explain what a project needs to achieve. This section should include:*

*• Background*

*• Project Objectives and desired outcomes*

*• Project Scope and exclusions*

*• Constraints and assumptions*

*• The users and other interested parties*

*• Interfaces/engagements*

# PROJECT APPROACH

*Define the choice of the methodologies that will be used in the project to deliver the business objectives as defined in the tender. The approach must include all elements in the scope and how the engagements will take place to derive the intended outcomes.*

# PROJECT MANAGEMENT TEAM STRUCTURE

*Provide a chart showing who will be involved with the project.*

# ROLE DESCRIPTIONS

*Provide role descriptions for the project management team and those that the client must provide*

# INFORMATION QUALITY MANAGEMENT STRATEGY

*Describe the quality techniques and standards to be applied, and the responsibilities for achieving the required quality levels.*

# RISK MANAGEMENT STRATEGY

*Describe the specific risk management techniques and standards to be applied, and the responsibilities for achieving an effective risk management procedure.*

# COMMUNICATION MANAGEMENT STRATEGY

*Define the parties interested in the project and the means and the frequency of communication between them on the project.*

# PROJECT PLAN

*Describe how and when the project’s objectives are to be achieved, by showing the major products, activities and resources required on the project. (Project Schedule, WBS, Phases etc.)*