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| Project Plan  for an Infrastructure Type 3 project |



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| The purpose of this document is to document how the project will be managed and to provide a baseline for delivery of project. | | |
| **Project Number:** |  |
| **Project Location:** |  | |
| **Brief Project Description:** |  | |
| **Concept Phase – Date Project Scope Identification Form - Approved:** | |
| **Approved Budget (refer Project Scope Identification Form):** | |
| **Project Sponsor:** Name/Position |  | |
| **Project Customer:** Name/Position |  | |

| **Project Control** | **Development Phase** | **Implementation Phase** |
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| **Scope Management**  *For In and Out of Scope statements refer approved Project Scope Identification Form.* | For any alterations to the approved scope, a Change of Scope form will be submitted and approved prior to implementing the scope variation. | |
| **Time Management**  *Show dates here, or attach a P6 Schedule output.* | Are design activities required for this project? Yes/No.  Details?  Austroads G/lines?  Brownfields?  Expected design start \_\_/ \_\_\_/ 20\_ ;  Expected completion \_\_\_/ \_\_\_/ 20\_.  Any changes in milestones are to be approved using a Change of Scope Form (incl. Program Variation). | Anticipated start of contract  \_\_\_/ \_\_\_/ 20\_\_  Anticipated end of construction contract: \_\_\_/ \_\_\_/ 20\_\_  Any changes in milestones are to be approved using a Change of Scope Form (incl. Program Variation). |
| **Cost Management**  *The initial project cost estimate/budget is noted in the Project Scope Identification Form.* | The Project Cost Estimate will be reviewed: - following any initial design activities/or design changes; - prior to accepting any Offers.  Unifier/P6 and OPPM will be used to manage the current project cost estimate and expenditure forecasts. | Any Variations during delivery will be reviewed against the approved scope and approved budget.  Unifier/P6 and OPPM will be used to manage the current project cost estimate and expenditure forecasts |
| **Quality Management:**  *Note design requirements, construction requirements incl exceptional safety, environment, constructability or traffic issues* | Any required design activities will be in accordance with the MR Road Planning & Design Manual.  Any design exceptions will be documented and approved. | Construction will be in accordance with the agreed delivery process. *(Refer Procurement Management, below.)* |
| **HR Management**  *Note Project Team* | Project Manager: (Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team Member/s: (Name/Role):  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ | Project Manager: (Name)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Team Member/s: (Name/Role):  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ |
| **Communications Management**  (Internal & External)  *Note planned communications.* | Communications with?/By whom?  LG:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  Indigenous:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  Adjacent land holders:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  Other/s:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ | Communications with?/By whom?  LG:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  Indigenous:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  Adjacent land holders:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_  Other/s:  \_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ |
| **Risk Management**  *Note how risks will be assessed/considered & documented?* | Contingency/Risk Allowance will be determined by? *(Select one)*   * Corporate Risk register, ***or*** * Adopting a % (refer MR Project Cost Estimating Manual) | Contingency/Risk Allowance will be reviewed during this Phase, and updated in Unifier/P6. |
| **Procurement Management**  *Note method of procurement/other method of delivery* | Any design activities will be procured by: e.g. internal design resources.  Charges will be accrued using CATS | Proposed delivery method of Contract? *(Note one)*   * Minor Works Contract * Minor Works Performance Contract * Letter of Acceptance/Agreement under current RMPC.   Contract No.: \_\_\_\_ |
| **Design Development** | M4212 will be completed | As constructed plans will be prepared |
| **Learnings & Finalisation Phase** | Any learnings will be recorded in a project learnings register. | Any learnings will be noted in a Completion Report/Close-out document/post-construction review. |

**Submitted – Project Manager**

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| Name: | Position: |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

**Agreed to proceed – Sponsor**

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| --- | --- |
| Name: | Position: **Principal Engineer/Advisor/Coordinator** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

Comments:

**Attachments:** (where applicable)

1. Previous Scope Identification Statement and attachments
2. Any approved change of scope forms
3. Cost estimate
4. Schedule/Gantt chart
5. Corporate Risk Register

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