**[Insert Project Name]**

**Project Brief**

**Large Project**

Further description if needed

***Please note:*** *all text highlighted in grey has been developed to assist you in preparing your Project Brief. Please delete this text once you understand the requirements.*

Document Control

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| **Version** | **Date** | **Author** | **Amendment** | **Distribution** |
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Document Approval

**Supported by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Business Owner name / title)

**Approved by:**

**……………………………………………………………………..** Date: **……………………**

(INSERT Project Sponsor name / title)

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1. Purpose

*Provide a sentence outlining the purpose of this document ie: the Project Brief aims to outline the objectives and functional and operation requirements of the project. It contains the required information to enable the project team to begin detailed planning of the project.*

1. Project definition

### Background

*Provide a brief outline of any background to the project ie; rationale/drivers for the project, who commissioned the project and where does it fit within the wider picture?*

### Project Objectives

*What specific outcomes will be achieved, and how will you measure these outcomes?*

*Tip: The project objectives should be Specific, Measurable, Achievable, Realistic and Time-bound (SMART).*

***Specific:*** *Who is involved?*

*What do we want to accomplish?*

*Where – identify a location*

*When – establish a timeframe*

*Which – identify requirements and constraints*

*Why – specific reasons, purpose or benefits of accomplishing the objective.*

***Measurable: Establish concrete criteria for measuring progress toward each objective***

***Agreed: It is crucial measurable objectives are agreed between stakeholders.***

***Realistic: Make it realistic. Do you have the right resources and funding? Is it achievable?***

***Time based: Allocate a time frame. By when are you going to achieve the objective?***

### ****Scope****

*What are the boundaries for this project (for example, type of work, type of client, type of problem, geographic area covered)? The more specific you are, the less opportunity there is for confusion at a later stage in the project. List any areas excluded that you believe stakeholders might assume are included, but are not as Out of scope.*

|  |  |
| --- | --- |
| **Stage 1 – In scope** | **Out of scope** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Stage 2 – In scope** | **Out of scope** |
|  |  |
|  |  |

### ****Strategic Fit****

*How will it support current ANU strategic objectives?*

| **Type** | **Classification** | **Strategic Alignment** |
| --- | --- | --- |
| Core ☐Enabling ☐Supporting ☐ | Education ☐Research ☐Community ☐Administration ☐Infrastructure ☐ | Excellence in Research ☐Excellence in Education ☐Excellence as a National Policy Resource ☐World Class Staff ☐Inspired Students ☐Engaged Alumni ☐National & International Outreach ☐Embedded Access and Equity ☐Effective Organisation ☐High Quality Infrastructure ☐Broad Resource Base ☐ |

### ****Program or Standalone****

***Does the project form part of a program of works or is it an independent project? If part of a program of works, provide a brief description of the program.***

### ****Deliverables****

***List the expected deliverables of the project (aligned to the Project Objectives). Consider what opportunities would be lost/missed if the project did not happen.***

|  |  |
| --- | --- |
| **Project Objective** | **Project Deliverable** |
|  |  |
|  |  |

### ****Constraints****

*What things must you take into consideration that will influence your deliverables and schedule? Are there any constraints in terms of resources, time, quality and cost?*

|  |  |
| --- | --- |
| **Constraint** | **Description** |
|  |  |
|  |  |

### Dependencies

*Are there any dependencies that could impact on successful delivery/outcomes for your project? For example, a component of your project may not be able to start until another project is completed. These can be internal or external.*

|  |  |
| --- | --- |
| **Dependency** | **Description** |
|  |  |
|  |  |

### Assumptions

*What is assumed for the project to be successful?*

### Key stakeholder groups

Stakeholder Impact: C = Critical ; E = Essential ; IP = Interested Party

| **Stakeholders** | **Impact**  | **Comment on stakeholder impact** |
| --- | --- | --- |
| *Office of the Vice Chancellor, including Executive Director Administration and Planning* | *E* | *Required to approve project recommendations and executive decisions* |
| *College Deans and General Managers and Service Division Directors* | *IP* | *Required to have input and overview of the project* |
|  |  |  |

1. Business Case

Refer to the Business Case.  *Complete Business Case template for Medium and Large projects. The Business Case should accompany this Project Brief when seeking approval for the project.*

***An outline business case can be incorporated as part of this Project Brief, within this section using the following headings.***

### ****Business Problem****

*Describe the business problem that the proposed initiative will address, this section can be used to provide background information on how this business case has come about. Use this section to describe the justification for the project.*

### ****Business Benefits Model****

*What precisely will be achieved by implementation of this initiative? State the project objectives clearly as detailed in the previous section. The outputs should provide the decision makers an understanding of what they should have received at the end of the project. It can be tangible (e.g. hardware/software) or intangible (e.g. new skills/new capabilities)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategy/Driver** | **Project Objectives** | **Outputs** | **Benefits** |
| *e.g. Strategy / Driver that is driving the project objective**e.g. ANU by 2020: Effective Organisation* | *e.g.**- to increase administrative efficiency through standardised processes and systems across ANU* | *e.g.**Implementation of an Online xxxx system* | *e.g.**High quality administrative services to support teaching and research* |
|  |  |  |  |

1. Change Management

*This section can be included if the project is likely to lead to one or more of the following;*

* *Relocation of work area;*
* *Elimination of positions;*
* *Change to hours of operation;*
* *Introduction of significant technological change; or*
* *A significant change to work practices or impact on conditions, including change that would be likely to lead to changed responsibility levels.*

*Where Change Management is required, organisational changes occurring as part of the project should be conducted in accordance with the* [ANU Enterprise Agreement](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement) *(Section 73- Managing Change) and the* [ANU Organisational Arrangements Change Procedure](https://policies.anu.edu.au/ppl/document/ANUP_000812).

*This section should describe the planned change management activities that will need to take place as part of the project.*

1. Costs

*Summary of project costs; the ongoing operations and maintenance costs and how they will be funded. Use the Budget Management Template to estimate and document project costs.*

Please see the attached Budget Management Template that provides a detailed cost estimate for the project. This Budget Management Template should accompany the Project Brief for approval.

A summary of project costs (including ongoing operations and maintenance costs) and where they will be funded from is provided in the table below.

| **Task** | **Amount** | **Responsible Area** | **Cost Centre** |
| --- | --- | --- | --- |
| Estimated implementation costs | $ |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | – |  |  |  |  |  | – |  |  |  |  |  | – |  |  |  |  |

 |
| Ongoing Costs Year 1 | $ |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | – |  |  |  |  |  | – |  |  |  |  |  | – |  |  |  |  |

 |
| Ongoing Costs Year 2 |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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 |

1. Approach

*Outline all the approaches you considered for the project. Explore the alternative options considered and compare those alternatives with various measures such as cost, timeliness and speed.*

### Options considered

|  |  |
| --- | --- |
| **Option** | **Description** |
| *e.g. Do nothing (status quo)* |  |
| *e.g. Develop in house* |  |
| *e.g. Outsource* |  |

### Recommended option:

|  |  |
| --- | --- |
| **Recommended option** | **Rationale** |
| *e.g. Outsource* |  |
|  |  |

1. Timescale

*Project timeline and the period over which the benefits will be realised.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned start date:** |  | **Planned end date:** |  |

Estimated timeline for benefits realisation: ≤ 3 months, 3-6 months, 6-12 months, 1-2 years

1. Milestones

### Major milestones

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Start date** | **End date** |
|  |  |  |
|  |  |  |

1. Quality expectations and acceptance

|  |  |
| --- | --- |
| **Expectation** | **Criteria** |
| *Provide a brief statement about the quality expected from the people who will benefit from the end results.* | *Provide a list of criteria that the project must meet for the customer/stakeholders to accept it. Use the SMART method to assist in defining so it is measurable and realistic.* |
|  |  |

1. Initial risk assessment

*Identify the risks within the project, rate the likelihood and impact and describe what you are going to do to mitigate or manage the risk.*

*For more information on Risk Management at ANU visit:* [*http://risk.anu.edu.au/project\_rm.php*](http://risk.anu.edu.au/project_rm.php)

*Use the descriptors below to complete the table. Refer to the above link for detailed descriptors.*

Likelihood: Almost certain, likely, possible, unlikely

Impact: Catastrophic, major, moderate, minor

Risk rating: Extreme, High, Moderate, Low

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk (what could go wrong)** | **Likelihood** | **Impact** | **Risk rating** | **Risk mitigation** |
|  |  |  |  |  |
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1. Project governance

*Describe the Project Governance structure that will be put in place for the project. A chart may be useful to depict the proposed structure, such as the example below. A large project will require a Project Steering Committee that provides guidance on overall strategic direction and endorses recommendations from the Project Manager and other project groups/committees. The establishment of a Project Management Group (PMG) will also be required. The PMG assists with the review of documentation, project requirements and training needs. The PMG assists the Project Manager and Project Team with any other tasks to ensure the success of the project.*

*Please see the ANU Project Management Definitions Guideline and the ANU Project Management Procedure for further guidance.*

1. Project team

*Who will be involved in this project? You also need to be clear about staff roles so that you don't duplicate responsibilities, and so that everyone is clear about what's expected of them.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Responsibility** | **Name / position** | **Contact details** |
|  |  |  |  |
|  |  |  |  |
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