Waste Less, Recycle More Initiative

Product Improvement Program: Round 2

Project Plan Definitions

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Item	Definition/Examples
Title	Give the project title.
Objective	Describe the aim of the project. A useful way to frame the objective is to answer the question ‘why are you doing the project?’ The result is a one-sentence statement, or series of statements, starting with the word ‘To’.
Output(s)	State the things that will be delivered by the project, such as products, services and revenues.
Outcomes	Outcomes are the difference made by the outputs. Describe the intended outcomes of the project. These are the benefits that the project intends to achieve.
Monitoring and evaluation	State how the success of your project will be measured. Each measure will be linked to one or more outcomes. At the end of your project the measures will help answer such questions as 'what have we achieved?' and 'how do we know?'
Governance	Describe the management arrangements that will be put in place to govern the project. Briefly describe the accountabilities of each party.
Resources	State which human resources (internal, external, contractors and/or working groups) will be required for the project. Is the project being conducted within existing resources or will specific funds be supplied (internal or external to the business)? Proposed expenditures should be detailed in Part B: Application Budget.
Stakeholders	• Identify the key stakeholders for your project. • If applicable, state the consultation already undertaken. • List the major stakeholders and their relationship to the proposal. • Identify how stakeholder issues have been integrated into the service scope or why they have not been included. • Identify how the relevant issues will be managed.

Major risks and minimisation strategies	• Identify key project risks, risk rating (based on assessment of consequence and likelihood using a risk register) and proposed mitigation measures (refer to Australian Standard for Risk Management). Risk categories covered should include:
	  ○ Schedule risk. This refers to anything that will likely lead to a delay in the project schedule, and ability to meet agreed milestones. For example, this could be a result of delays in approval processes, unforeseen approval processes, availability of equipment and/or resource, or stakeholder/ community opposition.
	  ○ Budget risk. This refers to any risk that can result in increased cost. For example, this could be a result of higher than expected cost of equipment and/or labour, the need to source material from further away than planned, exchange rate risk, land contamination or other construction risks.
	  ○ Environmental and heritage risk. This refers to any impact on the natural environment. For example, this could be loss of natural habitat or amenity due to constructions works.
	  ○ Work health and safety (WHS) (formerly OH&S). This refers to safety and health risks. These are mostly relevant during construction.
	  ○ Financial viability risk. With the budget risks addressed above, this risk should mainly focus on the risk of returns (or avoided costs) being lower than anticipated.
	• Also refer to security of supply: Are contracts already in place for the waste? What is the associated risk?
	• Prepare a full risk register and attach it to the business case, noting that the risk register is a ‘live’ document that is updated throughout the life of the project.
	• Include a table that summarises the key risks identified, including risk description, risk rating (very high, high, medium, low), proposed mitigation measure and revised risk rating.

Related projects	List any projects that are dependent on this project, or projects upon which this project is dependent. Briefly describe the relationship(s).

Quality control	State what levels of review will be undertaken throughout the development of the project. For example, describe the timing of output reviews, how the reviews will be conducted and who will be involved.
Procurement strategy	• Identify what process you will use to purchase services and equipment. Will you just follow your organisation's existing processes? If so, what are they? • State how you will achieve best value for money.
Tasks: key project steps	List the project tasks/activities in a table. A Gantt chart would be acceptable. Supply it as an attachment. Include the following in your table: • task name • 1–2-sentence description • person responsible for completing the task • other resources required (contractors, equipment, other staff, etc.) • task duration (how long the task will take) • task effort (how many hours of effort will there be within the task duration) • task completion date (target). Where necessary, explain any complex tasks below the table.
Technical standards and legislative requirements	• Identify critical technical standards, legislation and policies (standards) relevant to the design and performance of the service/equipment. • State the applicability of any legislative requirements, including any specific requirements under the *Environmental Planning and Assessment Act 1979* and *NSW Energy from Waste Policy Statement*.
Capturing the lessons learnt	• State how you will capture the lessons learnt throughout your project. • State whether you anticipate sharing the outcomes of this project through any professional or community networks.

EPA 2019P1647
June 2019