

Shared Project Plan

[Project Name]

Prepared by:

[Author] /

[Status] – [Version] – [Date]

Document Control

1.1. Version Control

Version Number	Date	Reason/Comments/Approval

1.2. Document Path

Team Drive (google drive path)	
S: Drive	

2. Introduction

Introduce the problem and introduce your project.

3. Background and Rationale

Short history outlining how the project has come into being and from where the authority and drive for it comes. Reason why the project is undertaking the issue, problem/opportunity. Link to other projects etc.

4. Overview

4.1. Vision

What is the goal of the project? What is the project expected to deliver?

4.2. Shared Objective

Projects should align to and produce results in line with goals.

4.3. Purpose

The reasons for this project plan being proposed. What is the need?

5. Shared Benefit

What is the benefit for all cities for proceeding with the proposed project? Benefits should be expressed in measurable terms. Outline:

- *Impact*
- *Financial benefits*
- *Strategic*
- *Risk of not proceeding*

6. Project Scope

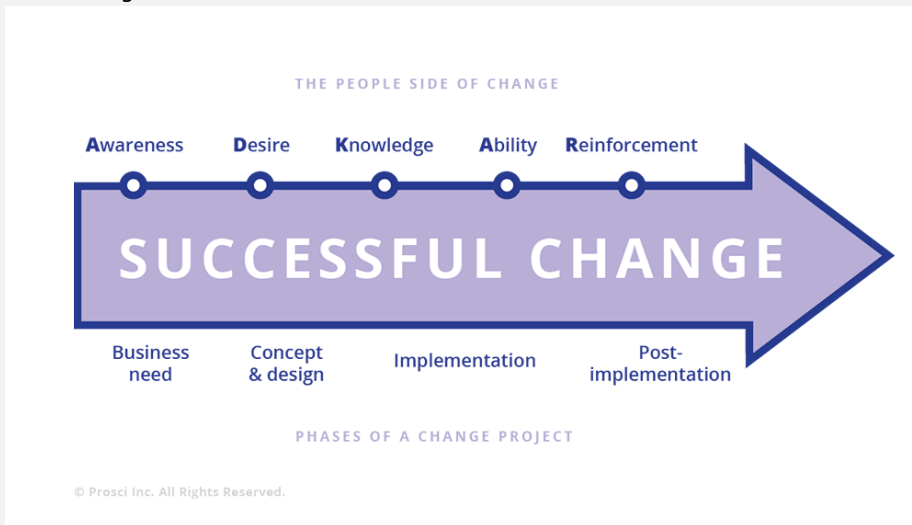
Key outputs that the project will need to deliver and activities it will undertake.

7. Project Plan

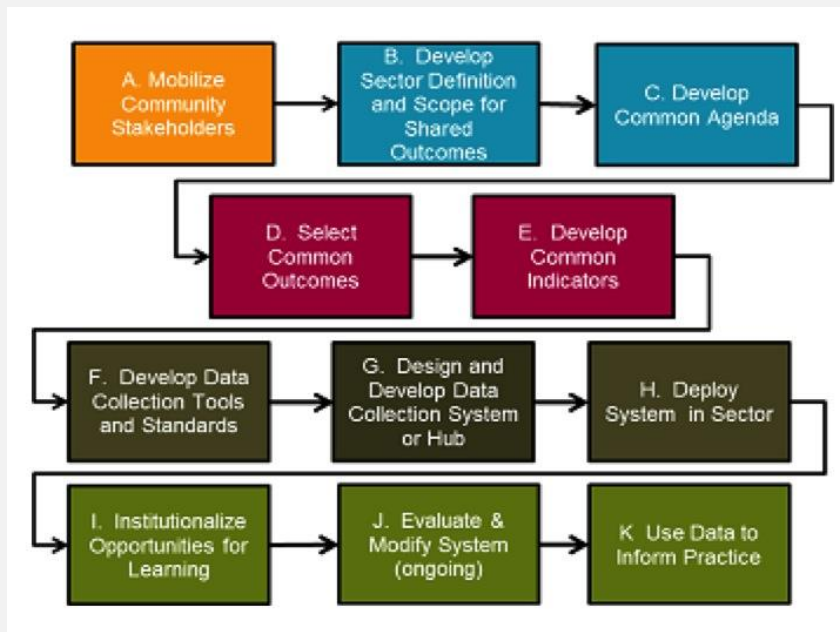
How and when project objectives are to be achieved. Overview of the major project milestones etc.

Possible project planning frameworks can include:

- ADKAR Behaviour Change Framework



- Community Based Social Marketing
- Collective Impact – developing a shared measurement system



8. Project Team

List of members & organisations

9. Project Deliverables

Breakdown of deliverables including the method by which the quality of each deliverable will be checked and personal responsible for each deliverable.

Deliverable	Method of Quality Checking	Person Responsible	Planned Date

10. Project Milestones

Important progress markers.

Milestone	Target Date	Status

11. Assumptions and Constraints

Recognise and record any assumptions

12. Anticipated Side Effects

Provide a summary of any outcomes which may be perceived as negative by one or more project stakeholders. Should be limited to those side effects considered major.

13. Costing and Budget

Breakdown of projected costs for the project and provide an anticipated budget and funding sources for the project.

14. Project Governance

Details of the Governance Structure

Title	Person/s (Title and Name)
Project Sponsor	
Project Steering Committee	List all members
Project Manager	
Project User Group	List all members

Project Working Group	
Independent External Oversight	

15. RACI/ARCI

RACI Matrix		Roles and Responsibilities														
[Project Title]		Responsible, Accountable, Consulted, Informed														
Deliverable or Task	Status	ROLES					ROLES									
		Sponsor	Name or Role	Name or Role	Name or Role	Name or Role	Project Manager	Technical Lead	Name or Role	Name or Role	Name or Role	Consultant	Name or Role	Name or Role	Name or Role	Name or Role
		Sponsor / Leadership					Project Team					Other Resources				
Phase 1																
Deliverable/Task 1		A	R				I									
Deliverable/Task 2		A		R			I									
Phase 2																
Deliverable/Task 1		C	I				A	R								
Deliverable/Task 2			I				A		R							
Phase 3																
Deliverable/Task 1			I				A	I		R		C				
Deliverable/Task 2			I				A	I	R			C				
Phase 4																
Deliverable/Task 1				I			A	R					C			
Deliverable/Task 2				I			A		R							
<i>Insert new rows above this one</i>																
		R	Responsible	Assigned to complete the task or deliverable.												
		A	Accountable	Has final decision-making authority and accountability for completion. Only 1 per task.												
		C	Consulted	An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.												
		I	Informed	Must be informed after a decision or action.												
RACI Matrix Template © 2018 by Vertex42.com																
https://www.vertex42.com/ExcelTemplates/raci-matrix.html																

16. Monitoring and Reporting

Provide a summary of the monitoring and reporting mechanisms.

Control	Purpose	Frequency
Project Status Report		Monthly
Scope	Changes to scope	As required
Quality	Project products should meet quality expectations.	As required

Issue Log, Risk Register	Tool for registering & managing risks, issues & informal problems &/or concerns relating to the project	Updated as required
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17. Authorisation of Scope Changes or any other change

Delegations

Governance Entity	Changes to scope, comms plan, KPIs	Changes to budget
Project Manager		
Community of Practice		
Executive		

18. Communications

Draw upon resources from the Integrated Communications Planner tool:

12 Month Plan for Climate Action - snapshot													
Quarter	Q1 (July-September 18)				Q2 (October-December 18)				Q3 (January-March 19)			Q4 (April-June 19)	
Master narrative	X is a great place to live. You've told us you want to make the difference in sustainability and climate change. Let's work together in the way we contribute to our cities future. Act X and make the difference for your city.												
Content Strategy	Economic Transition			Sustainability & Environmental Care			Innovation			Technological Solutions			
Flagship event(s)	(Add)			Urban Forest Fund				Renewable Energy Project City Switch awards and reporting			(Add)		
Programs, announcements and events (offers)	(Add)			Sustainability Living Festival (all)				(Add)			(Add)		
Key Messages (sample)	(Add)			(Add)				Example: We have partnered with X (TBC) to ensure that our residents get the most competitive price on renewable energy. Make the switch today and take a small step to make the difference for X			We know you love X, and hate waste. We can help our residents ... (add)		
Channels	Twitter, Facebook, EDMs, Website, Mail outs, Ambassadors, Events, Melbourne Magazine, Locations (Parks, Libraries, Recreation Centres), Rate notification 'sustainability calendar'			Twitter, Facebook, EDMs, Website, Mail outs, Ambassadors, Events, Melbourne Magazine, Locations (Parks, Libraries, Recreation Centres), Rate notification 'sustainability calendar'				Twitter, Facebook, EDMs, Website, Mail outs, Ambassadors, Events, Melbourne Magazine, Locations (Parks, Libraries, Recreation Centres), Rate notification 'sustainability calendar'			Twitter, Facebook, EDMs, Website, Mail outs, Ambassadors, Events, Melbourne Magazine, Locations (Parks, Libraries, Recreation Centres), Rate notification 'sustainability calendar'		
External opportunities	(Add)			World Habitat Day (2 Oct) All energy Conference 2017 (11-12 Oct) National Ride to Work Day (12 Oct) World Food Day (16 Oct) National Recycling Week (13-19 Nov) National Walk to Work Day (TBC)				Solar Appreciation Day (9 March)			(Add)		
Partner links and channels	Primary: Secondary:			Primary: Secondary:				Primary: Secondary:			Primary: Secondary:		
Internal	Inductions, Sustainability Basics, Beyond Sustainability Basics, COM News, Yammer, Brand Strategy												

19. Risk Assessment and Management

Please complete the Risk Assessment