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PROJECT PLAN

Project Scope

Project Background

In this section you will be required to explain the organisations:

- the mission for employee health and well being
- goals and objectives for employee health and well being
- operational objectives regarding project management

Your explanations should focus on the organisational requirements for each and how they relate to the project.

Students must demonstrate that they can outline the organisation's mission, goals, objectives and operations and how the project relates to them. Their responses must accurately document the information provided in the project brief.

Mission *[Approx word count: 30 – 40 words]*

Fusion Graphix is committed to providing employees with a safe, healthy and supportive environment in which to work.

This project directly aligns with the organisation's mission statement as the event will promote a safe, healthy and supportive environment.

Goals and objectives *[Approx word count: 90 – 100 words]*

Fusion Graphix will:

- *encourage employees to be more physically active by making provisions in the workplace for activity opportunities [including reducing sitting time where practical]*
- *provide healthy eating choices in the workplace by addressing healthy physical settings, food supply and education*
- *promote awareness of key health issues for employees [including social and emotional well-being]*
- *encourage employees to provide input into health and wellbeing initiatives.*

This project directly aligns with the objective 'promote awareness of key health issues for employees (including social and emotional wellbeing)' as the event will increase awareness of these issues.

Operations *[Approx word count: 60 – 70 words]*

The organisation provides project management processes to ensure:

- *outcomes or deliverables are planned and achieved*
- *task and resources required are clearly planned and stated*
- *timelines for key milestones and quality standards are planned and met*
- *project is completed within budget.*

The project directly relates to the operational requirements for project management as they outline the processes that must be taken to complete the project.

Objective(s) and target outcomes

In this section you will be required to outline the project objectives and outcomes.

Students must accurately document the project's objectives and target outcomes as part of developing the project scope.

Objective *[One (1) Objective]*

Based on the information provided, at a minimum, students must identify:

- *To raise $50,000 for Beyond Blue.*

Target outcomes *[Two (2) outcomes]*

Based on the information provided, at a minimum, students must identify:

- *To meet or exceed the $50,000 fundraising target*
- *Increased community and staff awareness surrounding mental health issues*

In scope

In this section you will be required to outline all activities that are within the scope of the project.

[Approx word count: 90 – 100 words]

Students must accurately document all activities that are within the scope of the project. Based on the information provided, at a minimum, students must identify:

- *Planning and execution of opening/closing ceremonies and fundraising activities*
- *Planning and execution of all hospitality services*
- *Provision of music and entertainment*
- *Provision of on-site security at the event venue*
- *Providing appropriate media coverage, advertising and signage*
- *Securing alternative fundraising and in-kind sponsorships through sponsorship agency*
- *Provision of administration and finance functions to support the event*
- *Provision of Beyond Blue products and information materials*

Out of scope

In this section you will be required to outline all activities that are out of scope.

[Approx word count: 30 – 40 words]

Students must accurately document all activities that are out of scope. Based on the information provided, at a minimum, students must identify:

- *Provision of transportation to and from the dinner dance*
- *Provision of accommodation for attendees*

Assumptions and Constraints

In this section you will be required to outline the project assumptions and constraints.

Students must accurately document assumptions and constraints.

Assumptions

[Approx word count: 100 – 110 words]

Based on the information provided, at a minimum, students must identify:

- *Event will be conducted on the 10th of October from 6:00 p.m. to 10:00 p.m.*
- *All staff volunteers can work from 4:00 p.m. to 11:00 p.m.*
- *Project Scope once approved will not be modified*
- *Purchases and contracts will be executed in compliance with organisational policies and procedures*
- *The event will be completely run and managed by the project team*
- *Full support from Stakeholders and Sponsors*
- *Those involved in decision-making and issue resolution on the project will do so in a timely manner to prevent delays in the project timelines.*

Constraints

[Approx word count: 40 – 50 words]

Based on the information provided, at a minimum, students must identify:

- *Weather: Bad Weather may limit the number of participants on the day.*
- *Budget for additional services*
- *Insurances*
- *Ability to source enough staff volunteers*
- *Ability to source low-cost service providers*

Project team and assigned roles

In this section you will be required to list your project team in the table provided and assign them roles. These roles will be discussed and confirmed during the project planning meeting in Assessment Task 2.

Students must demonstrate that they can determine available human resources to undertake the project and define the responsibilities (for themselves and the project team). At a minimum, students must identify requirements for themselves as the administration manager, the studio manager and four project team members. A benchmark response has been provided below.

Team member name	Role	General Responsibilities

Jackie Spade	Project officer	Plan, implement and monitor the project
John Lewis	Studio manager	Responsible for all approvals
Lionel Boyle	Marketing Manager, Project team member	Help plan and implement the project
Lena Brown	Marketing Specialist, Project team member	Help plan and implement the project
Leah Farrell	Marketing Specialist, Project team member	Help plan and implement the project

Work breakdown structure and timelines

In this section you will be required to develop your work breakdown structure and timelines. Using the template provided, you must:

1. Document all tasks for each phase of the project and number accordingly (including sub-tasks). You must have a minimum of 5 tasks for planning, 10 for implementation and 3 for evaluation.
2. Assign project team members responsible.
3. Colour in cells to denote the timeframe.
4. Indicate milestones by inserting a red line (insert shape) vertically over the relevant week.

Save a copy in a project folder. This also adheres to the organisation's electronic filing procedure.

Students must access the provided project management tool below and develop the work breakdown structure and timelines for the project. The tasks they identify and document will vary but must be logical for the phase of the project. There must be a minimum of 5 tasks for planning, 10 for implementation and 3 for evaluation. The timelines will vary but must adhere to the practical achievement of holding the event on the 10th of October. A benchmark WBS and timeline has been provided for you below.

Planning

Phase	Activity	Responsible	Week											
			August				September				October			
			1	2	3	4	1	2	3	4	1	2	3	4

Phase	Activity	Responsible	Aug 1	Aug 2	Aug 3	Aug 4	Sep 1	Sep 2	Sep 3	Sep 4	Oct 1	Oct 2	Oct 3	Oct 4
1	Complete the project plan	Jackie Spade	▓	▓										
1.1	Develop project scope	Jackie Spade	▓	▓										
1.2	Develop a project management plan	Jackie Spade	▓	▓										
1.3	Develop a risk management plan	Jackie Spade	▓	▓										
1.4	Develop a quality management plan	Jackie Spade	▓	▓										
2	Hold project meeting	Project team	▓	▓										
2.1	Discuss project parameters	Project team	▓	▓										
2.2	Clarify roles and expectations	Project team	▓	▓										
2.3	Plan approval	John Lewis	▓	▓										

Implementation

| | | | Week | | | | | | | | | | | |
| | | | August | | | | September | | | | October | | | |
Phase	Activity	Responsible	1	2	3	4	1	2	3	4	1	2	3	4
3	Plan event schedule	Lionel Boyle			▓									
4	Arrange venue	John Lewis			▓									
4.1	Location	John Lewis			▓									
4.2	Hospitality services	John Lewis			▓									
5	Arrange entertainment	Lena Brown				▓	▓							
5.1	Music	Lena Brown				▓	▓							
5.2	Magic show	Leah Farrell				▓	▓							
5.3	Dancing professionals	Leah Farrell				▓	▓							

Phase	Activity	Responsible	Aug 1	Aug 2	Aug 3	Aug 4	Sep 1	Sep 2	Sep 3	Sep 4	Oct 1	Oct 2	Oct 3	Oct 4
6	Arrange donations	Jackie Spade				▓	▓							
6.1	Contact companies for donations	Jackie Spade				▓	▓							
7	Arrange event security	Lionel Boyle						▓	▓					
8	Arrange marketing	Lionel Boyle			▓	▓								
8.1	Launch promotion of the event	Lionel Boyle			▓	▓								
8.2	Contact companies for donations	Lionel Boyle			▓	▓								
8.3	Arrange ticket materials	Lionel Boyle			▓	▓								
9	Arrange event volunteers	Lena Brown						▓	▓	▓				
10	Send progress reports	Jackie Spade			▓		▓		▓		▓			
11	Finalise arrangements	Jackie Spade									▓			

Evaluation

Phase	Activity	Responsible	Week											
			August				September				October			
			1	2	3	4	1	2	3	4	1	2	3	4
12	Complete financial recordkeeping associated with the project and check for accuracy	Jackie Spade											▓	
13	Complete project documentation and obtain necessary sign-offs for concluding the project	Jackie Spade											▓	
14	Hold project meeting	Project team												▓
14.1	Transition staff	Project team												▓
14.2	Celebrate	Project team												▓
14.3	Discuss final figures	Project team												▓

| 14.4 | Discuss lessons learned | Project team | | | | | | | | | | | |
| 15 | Complete final project report | Jackie Spade | | | | | | | | | | | |

Budget and Expenditure

In this section you will be required to develop your project budget. You may need to conduct some research online to estimate various expenses and potential revenue sources.

Using the template below, you must:

- Insert the estimated cost, description, quantity and item cost for:
  - Personnel costs
  - Production/ operational costs
  - Administration costs
  - Marketing costs
- Insert estimated revenue

Save a separate copy in a project folder. This also adheres to the organisation's electronic filing procedure.

Students must use the provided project management tool below to develop the project budget. At this stage, the budget will be a loose estimate and will be refined as more information will be provided to students in Assessment Task 2. At this stage, the main focus is to ensure expenses do not exceed the budget of $30,000. Example expenses and revenue will include:

Expenses:

- *Personnel [entertainment, marketing and promotion]*
- *Production [venue, hospitality services, materials, equipment, security]*
- *Administration [insurance, stationery, photocopying, phone]*
- *Marketing and promotion [prizes, materials, advertisements]*

Revenue:

- *Ticket sales*
- *Auction or raffle sales*
- *Financial donations*
- *Prize donations*

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An example budget has been provided below.				
Project costs	**Description**	**Quantity**	**Item Cost**	**Total**
PERSONNEL COSTS [e.g., staff wages, marketing professionals, security, entertainers etc.]. For project team members, everyone earns $30 per hour				
Project staff	10 hours per week over 6 weeks, 40x6	240	$30.00	$7,200.00
Musician	DJ	4	$250.00	$1,000.00
Dancers	X 3 Samba dancers for 1-hour show	1	$500.00	$500.00
			TOTAL PERSONNEL COSTS	$8,700.00
PRODUCTION COSTS Provide a breakdown of the project's production, exhibition, and event and material costs.				
Venue	Room, food and drinks	1	$10,000.00	$10,000.00
Security	Duration of event	4	$200.00	$800.00
Phone	Phone calls	1	$30.00	$30.00
			TOTAL PRODUCTION COSTS	$10,830.00
ADMINISTRATION COSTS [e.g., insurance, office supplies, photocopying, postage, stationery, telephone, etc]. Provide a breakdown of the project's administrative and overhead costs.				
Printing	Promotional materials	1	$1,000.00	$1,000.00
			TOTAL ADMINISTRATION COSTS	$1,000.00

MARKETING COSTS				
Provide a breakdown of the marketing and promotion costs for the project.				
Marketing fees	*Package from marketing company*	*1*	*$3,500.00*	*$3,500.00*
Prizes	*Range of prizes for raffles*	*1*	*$1,000.00*	*$1,000.00*
Advertising	*Radio*	*1*	*$1,200.00*	*$1,200.00*
			TOTAL MARKETING COSTS	*$5,700.00*
			TOTAL PROJECT COSTS [A]	*$26,230.00*
Project revenue	**Description**	**Quantity**	**Item Cost**	**Total**
EARNED REVENUE (e.g., admission fees, sales of publications or merchandise, estimated sales of raffles or item auction). Provide a breakdown of your earned revenue.				
Tickets	*Ticket sales*	*150*	*$100.00*	*$15,000.00*
Merchandise	*Various donated merchandise*	*1*	*$5,000.00*	*$5,000.00*
Raffles	*Proceeds from raffles*	*1*	*$20,000.00*	*$20,000.00*
			TOTAL EARNED REVENUE	*$40,000.00*
OTHER CASH SUPPORT				
Be clear about which part or parts of your budget relate to support (e.g., donations), and whether the support is confirmed or unconfirmed.				
Cash donations	*Unconfirmed*	*10*	*$1,000.00*	*$10,000.00*
			TOTAL OTHER CASH SUPPORT	*$10,000.00*

OTHER IN-KIND SUPPORT Ensure any IN-KIND support appears both in PROJECT COSTS and PROJECT REVENUE. Be clear about which part or parts of your budget relates to support, and whether the support is confirmed or unconfirmed.				
Prizes	*Various donations*	*1*	*$5,000.00*	*$5,000.00*
		TOTAL OTHER IN-KIND SUPPORT		*$5,000.00*
		TOTAL PROJECT REVENUE [B]		*$55,000.00*
		REVENUE [B] LESS COSTS [A] = [DEFICIT/SURPLUS]		*$28,770.00*

Other Resources

In this section you will be required to document all resources that are available for you to access. You must document and explain:

- Project management tools available to you and how they contribute to the project. Consider the tools used throughout this template in your response.
- Documents used to define the parameters of the project.
- Human resources available.

Students must document available resources they can access to undertake the project.

Project management tools
[Approx word count: 60 – 70 words]

In accordance with the information provided, students must identify:

- *Gantt chart for work breakdown structure and timelines [an example explanation could be: "used to systematically plan tasks and time frames"]*
- *Risk management templates [an example explanation could be: "used to identify potential risks and document risk treatments"]*
- *Spreadsheet for budget [an example explanation could be: "used to plan estimated expenses and revenues"]*

Documents used to define parameters
[Approx word count: 10 – 20 words]

-

Human resources

[Approx word count: 20 – 30 words]

-
-

Relevant Government Policy, Legislation and Rules

In this section you must complete the table provided by explaining how each piece of legislation listed will impact the organisation in relation to the project.

Students must demonstrate that they can outline the legislative and regulatory context of the organisation in relation to project work, including work health and safety [WHS] requirements. The wording of explanations will vary but must explain how each piece of legislation listed will impact the organisation in relation to the project. Examples have been provided below.

Applicable legislation	Impact on project work
Work Health and Safety Acts, regulations and codes of practice [Approx word count: 70 – 80 words]	*Work Health and Safety Acts, regulations and codes of practice provide a framework to be used to ensure everyone in the workplace is safe. One component of this legislation that impacts project work is assessing risks and implementing appropriate measures to control them – to adhere to WHS acts, regulations and codes of practice, project planning must include risk assessments, and all phases of the projected must be executed in a way that maintains the safety of all stakeholders.*
Privacy Act 1988 [Cth] [Approx word count: 20 – 30 words]	*The privacy act regulates how information is handled. This will impact how information is collected, stored and distributed throughout a project.*
Anti-discrimination legislation [Approx word count: 30 – 40 words]	*Anti-discrimination laws prohibit discrimination based on age, race, sex, pregnancy, marital status and disability. This impacts project work in terms of ensuring all activities are executed in a way that does not discriminate against any stakeholders.*
Competition and Consumer Act 2010 [Cth]	*The Competition and Consumer Act 2010 [Cth] governs how all businesses in Australia must deal with their competitors, suppliers and customers. This impacts project work especially in the areas of sales*

[Approx word count: 40 – 60 words]	*and product safety, as the legislation outlines various activities that businesses cannot undertake. For example, unsolicited contact with customers.*
Copyright Act 1968 [Approx word count: 40 – 60 words]	*Copyright legislation outlines the rights of creators to control their material being used. This impacts the type of content, music, artwork and other creative instruments used in a project. Permissions to use materials in a project must be sought, or alternatively, materials created in a project may need to be copyrighted.*

Reporting and record-keeping requirements

In this section you will be required to explain the organisation's reporting requirements in the table provided and summarise the record keeping requirements outlined in the project management procedure.

Students must demonstrate that they can identify record keeping and reporting requirements. Based on the information they have been provided, at a minimum the must identify the reporting requirements for progress reports and the final report [examples provided in the table below].

Reporting requirements

Reported by	To whom	Reporting requirements	Frequency or deadline
Administration Manager	*Studio Manager*	*Final project report*	*10 days after project*
Administration Manager	*Studio Manager*	*Progress report*	*Fortnightly*

Electronic recordkeeping [access the Electronic Record-Keeping Procedures document]

Students must demonstrate that they can identify record-keeping and reporting requirements.

File names [Approx word count: 70 – 90 words]	*Based on the information they have been provided for record keeping, students must identify:* ▪ *Name files so that they are easily located and accessed by all organisation employees.* ▪ *If the second version of a document needs to be saved, add V2 [version 2] to the file name. Keep two versions of a document only when necessary.* ▪ *Include the file name and path [drive and folders] at the end of the document or in the document footer.*
Saving files	▪ *Based on the information they have been provided for record keeping, students must identify:*

[Approx word count: 50 – 60 words]	▪ *Save files in the relevant program area folder.* ▪ *Do not save work-related documents in personal drives/folders.* ▪ *Save lengthy documents regularly [at least every ten [10] minutes] while typing to prevent loss of data in case of computer or power failure.*
File Security *[Approx word count: 40 – 50 words]*	*Based on the information they have been provided for record keeping, students must identify:* ▪ *If files contain confidential information, add a password to the file to prevent unauthorised access.* ▪ *Keep a record of these passwords in a secure place.*
Backing up files *[Approx word count: 50 – 60 words]*	*Based on the information they have been provided for record keeping, students must identify:* ▪ *Critical computer files should be backed up on another medium such as CD-ROM, hard drives or USB memory sticks at the end of each month.* ▪ *CD-ROM, hard drives or USB memory sticks should be stored in a secure place.*
Archiving files *[Approx word count: 40 – 50 words]*	*Based on the information they have been provided for record keeping, students must identify:* ▪ *Check files at the end of each three months and decide which files can be archived.* ▪ *Move these files to CD-ROM, hard drives or USB memory sticks and stored in a safe place.*

Stakeholder Management and Communication

In this section complete the table by:

1. Listing the key stakeholders who will impact the project or be impacted by the project
2. Describing what will be communicated to keep them engaged
3. Outlining the communication method [phone, email, in person etc.]
4. Documenting the frequency

Students must demonstrate that they can define project stakeholders. To do this, they must identify all stakeholders and their communication needs. At a minimum, students must identify the administration manager, project team, staff volunteers and the Beyond Blue representative. It is expected that they will also identify other stakeholders such as vendors and other businesses. Example responses have been provided below.

Stakeholders identified	What will be communicated	Communication method	Frequency

Jackie Spade	Progress reports Final outcomes Any issues	Email, phone and in person	Progress (fortnightly) Final (end of the project) Issues (as they arise)
Beatrice Opal	Progress reports Final outcomes Any issues Instructions for activities	Email, phone and in person	Progress (fortnightly) Final (end of the project) Issues (as they arise) Instructions (as needed)
Lionel Boyle	Progress reports Final outcomes Any issues Instructions for activities	Email, phone and in person	Progress (fortnightly) Final (end of the project) Issues (as they arise) Instructions (as needed)
Lena Brown	Progress reports Final outcomes Any issues Instructions for activities	Email, phone and in person	Progress (fortnightly) Final (end of the project) Issues (as they arise) Instructions (as needed)
Leah Farrell	Progress reports Final outcomes Any issues Instructions for activities	Email, phone and in person	Progress (fortnightly) Final (end of the project) Issues (as they arise) Instructions (as needed)
Beyond Blue representative (Danish Singh)	Event information Event progress information Final outcomes	Email, phone and in person	Event information (once) Progress (weekly) Final (end of project)
Staff volunteers	Event instructions Training information	In person	Event instructions (throughout event) Training information (once)

Event venue	Our requirements	Phone and email	Initial and ongoing communications as needed
XYZ Business	Seeking donations Event outcomes	Phone	Ongoing

Related Projects

In this section you need to explain if there are any related projects (or major change initiatives) that this project supports, or if the project is a standalone project.

[Approx word count: 30 – 40 words]

Students must demonstrate that they can identify and explain the relationship of the project to other projects and to the organisation's objectives. In accordance with the information they have been provided, students must identify that it relates to the organisation's health and wellbeing program. They must not explain the project is standalone.

Risk Management Plan

In this section you must conduct a risk assessment and document details in a risk register. To do this, you must:

- Provide a risk description
- Determine the likelihood of the risk
- Determine the potential impact of the risk
- Document a potential risk control
- Document a consequences rating
- Document a risk level

A risk matrix has been provided for you to use. It is expected that you identify a minimum of 10 applicable risks (with at least 2 relating to WHS). At the bottom of the risk assessment table, explain the processes you used for identifying and managing risk in a project.

Students must demonstrate that they can formulate a risk management plan and explain processes for identifying and managing risk in a project. To do this, they must identify a minimum of 10 risks. For each risk, they must document the following in the risk assessment register provided:

- A risk description
- The likelihood of the risk

Risk Description	Likelihood	Impact	Consequences	Potential Risk Control
Fundraising budget not reached.	*Possible*	*Moderate*	*Will not achieve the fundraising target*	*Continued monitoring of budget, emergency mail and call campaign to attract more funds*
Staff Members resigns	*Possible*	*Minor*	*Timelines may be impacted*	*Have a Recruitment and Training process in place*
Shortage of food and beverages	*Possible*	*Moderate*	*Will not achieve the fundraising target*	*Project team to review the number of people attending the event and ensure adequate food and beverage quantities are ordered.* *Backup catering agency will be able to supply food and beverage with a 2-hour notice period.*
Gifts/prizes not available for raffle	*Possible*	*Minor*	*Activities and the target fundraising budget may be impacted.*	*Confirm all prizes a week before the event.*
Budget Blowout	*Possible*	*Moderate*	*Will not achieve the fundraising target*	*Budget will be carefully monitored by the project team and amendments will be made accordingly with the approval of the CFO.*
Someone at the event gets injured.	*Possible*	*Moderate*	*Person is injured.*	*Ensure people with first aid training are present. Ensure correct insurance is in place.*
Explain processes you will use to identify and manage additional risks not outlined above in a project: *[Approx. word count: 40 – 50 words]*	*Explanation wording will vary but must include continual monitoring and conducting frequent risk assessments.*			

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Quality Management Plan

In this section you will be required to document the quality assurance processes you will apply to ensure the outputs are delivered fit-for-purpose and the work of the project is managed appropriately. You must explain:

1. The quality assurance philosophy
2. The quality assurance methods you will use
3. Procedures and processes listed in the table

Students must demonstrate that they can explain the organisation's requirements for quality assurance. Their responses must accurately document the information provided in the project brief.

Philosophy

[Approx. word count: 70 – 80 words]

Based on the information provided, students must identify:

The Quality Philosophy for all projects undertaken in the organisation include:

- *Working in partnership with stakeholders and utilising a consultative approach to ensure broad stakeholder support*
- *Effective processes to support arrangements for good governance and accountability*
- *Input from individuals with the appropriate subject or technical expertise to ensure the development of outputs that are fit for purpose*
- *Standards for output quality using workplace documentation and templates.*

Quality assurance methods

[Approx. word count: 80 – 90 words]

Based on the information provided, students must identify:

To ensure that all projects are managed to an appropriate level of quality following methodologies and standards will be utilised:

- *Project plan approval by studio manager*
- *Weekly progress reports*
- *Regular consultation with stakeholders, meeting minutes to be kept on file*
- *All project-related information is to be filed electronically*
- *The Administration Manager must record all changes and amendments in the document change log located at the end of the project plan.*

Any changes to these standards will be recorded as an issue in the Project Issues Register, and the potential impact assessed and managed appropriately.	

Adherence to procedures	
Organisational procedure/process	Relevance to the project
Lines of authority and approvals *[Approx. word count: 40 – 50 words]*	▪ *The completed Project Management Plan must be sent to the Studio Manager for approval.* ▪ *Funds and other resources will not be released until the Project Management Plan is approved.* ▪ *Projects requiring funds in excess of $75,000 must be approved by the Chief Financial Officer*
Human resources (code of ethics) *[Approx. word count: 130 – 140 words]*	*All employees and Management Committee members are expected to:* ▪ *Observe all policies, procedures, rules and regulations at all times* ▪ *Comply with all Federal, State and local laws and regulations* ▪ *Comply with all reasonable, lawful instructions and decisions related to their work* ▪ *Maintain a high degree of ethics, integrity, honesty and professionalism in dealing with community members and other employees* ▪ *Adhere to the Workplace Health and Safety Policy and Procedure* ▪ *Maintain the confidentiality of the organisation's operations in relation to service activities, confidential documentation and work practices during and after their employment* ▪ *Take reasonable steps to ensure their own health, safety and welfare in the workplace, as well as that of other employees and community members. Employees are expected to make themselves familiar with their workplace health and safety obligations.*
Budgets and finance *[Approx. word count: 20 – 30 words]*	▪ *Budgets less than $75,000 are approved by the studio manager* ▪ *Budgets over $75,000 are approved by Chief Financial Officer*

Project Closure and Outcome Realisation

In this section you will be required to outline the process you will use during the finalisation stage of the project.

[Approx. word count: 170 – 180 words]

Students must demonstrate that they can plan for the project finalisation requirements [assessed in Assessment Tasks 4 and 5].

Based on the information provided, students must identify:

On completion of the project, the Administration Manager, Studio Manager or independent evaluator [where separately funded] should evaluate the project in terms of the following:

- *achievement of project outcomes and deliverables*
- *timelines in relation to project milestones*
- *actual costs vs budgeted costs*
- *problems encountered, and strategies used to manage these problems*
- *learnings.*

The project team should meet to discuss the final details of the project and the staff involved in the project must be transitioned into new roles or reassigned to previous roles.

The Administration Manager must complete a Final Project Report within ten working days of the project finishing. The report must document the issues above and be forwarded to the Studio Manager with all other project documents. If the project is complex, a detailed budget showing variances should be completed and attached to the Final Project Report.

The Studio Manager must sign the Final Project Report to verify that the project objectives and deliverables have been accepted.

Document Version Control History

In this section you will be required to the version number and the critical changes made through the development cycle of the project plan.

In addition to submit various versions of the project plan [to show amendments] students must also update the table above. This will also allow for a quick snapshot of where changes have been made when you assess their changes.

Version no.	Date published	Author	Summary of changes to the document