# **Project Governance Plan**

## **1. Introduction**

Next Gen Petroleum (NGP) Pty Ltd is a new business that offers asset management, maintenance, and project construction to organisations in the petroleum industry. As a new business they are looking to CBSA to provide the following services to support set up and then day to day operations.

* Workforce planning, position descriptions, recruitment, contracts, and payroll services
* Branding and styling
* Business compliance and administration

The business has started operating at a small scale but has been offered a large contract based on achievement of the above services incorporating resourcing of up to 8 employees, delivery of branding and styling collateral and identification and application of compliance requirements all within the next six months.

This needs to be achieved within the profit ratio as set out in the **CBSA Business Plan**.

## **2. Project plan deliverables**

The overall project deliverables and success criteria for this plan include:

* Developing a workforce plan
* Creating client position descriptions
* Recruitment in line with workforce plan, including contract generation and payroll integration
* Developing a unique branding and styling position
* Creating business collateral in line with styling
* Identifying key compliance requirements (Legal and Corporate Governance)
* Administering compliance processes (Corporate Governance)
* Monitoring against key metrics (Corporate Governance)

The above deliverables may require the support of teams beyond the initial project team. These include legal and corporate governance as indicated and sit outside the scope of responsibilities for this team.

## **3. Project managers responsibilities**

The following generic project managers responsibilities fall within the scope of the project for completion.

|  |  |
| --- | --- |
| RESPONSIBILITIES | |
| 1. | Document the clients’ objectives/deliverables in a project plan |
| 2. | Manage deliverables in line with project plan |
| 3. | Identify and engage project staff |
| 4. | Determine and implement project schedule |
| 5. | Manage work goal achievement of staff and self |

## **4. Project team members responsibilities**

The following generic project team members responsibilities fall within the scope of the project for completion.

|  |  |
| --- | --- |
| RESPONSIBILITIES  *Capture your answer for Part A Task 1 below.*  *(Approximate word count: 20-50 words)* | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

## **5. Initial planning**

The following tasks need to be achieved by CBSA to kick off this project.

|  |  |
| --- | --- |
| **TASK/ DEMANDS** | **PRIORITY**  *Capture your answer for Part A Task 2 below.* |
| **ORGANISATION** | |
| Activate and file contract (Governance) |  |
| Confirm billing/costing in line with CBSA Business Plan (Governance) |  |
| Coordinate contract signing (Governance) |  |
| Finalise contract for project – ready for signing (Legal) |  |
| **MANAGER** | |
| Facilitate PPD opportunities for team members |  |
| Engage project team and support them in identifying their work goals, plans and activities |  |
| Commence project delivery |  |
| Identify Personal and Professional Development (PPD) gaps for team members |  |
| Identify project team – roles and responsibilities |  |
| **TEAM MEMBERS** | |
| Seek feedback from Manager to ensure work goals, plans and activities are appropriate |  |
| Develop work goals, plans and activities in line with responsibilities |  |
| Commence work in line with project deliverables |  |
| Identify Personal and Professional Development (PPD) gaps for self in line with responsibilities |  |

## **6. Implementation planning**

Once the project is resourced and ready to commence, the following planning is required to support delivery against the clients’ deliverables:

* Setting work goals
* Creating a plan
* Developing activities
* Post implementation review

This planning needs to occur at a project team level.

CBSA has developed the following **five step goal setting framework** to support project planning and ensure consistent goal setting across the business. It breaks the process down into steps that will support the identification and development of overall work goals, plans and activities.

|  |  |  |  |
| --- | --- | --- | --- |
| GOAL SETTING FRAMEWORK  *(Word range: Up to 10 words each)* | | PLAN ELEMENT | INSTRUCTIONS  *(Word range: 25-55 words each)* |
| *Capture your answers for Part A Task 3 below.* | | | |
| 1. |  | Work goal |  |
| 2. |  |  |
| 3. |  | Plan |  |
| 4. |  | Activities |  |
| 5. |  | Post implementation review | Key measurables as set in the goal setting stage need to be monitored and reported on to determine the success of the overall project in achieving its goals.  Depending on the project this type of review may occur before the project is delivered, on completion and/or at scheduled points after delivery. |