



## Project Plan Template

<b>Name</b>	
<b>Job Role/Title</b>	IT Project Manager
<b>Workplace/Organisation</b>	Bounce Fitness
<b>State/Territory</b>	

<b>Project Title</b> <i>Provide the name of the project. The title should be descriptive and concise, clearly indicating the project's purpose and scope.</i>	Bounce Fitness Staff Scheduling System
<b>Project Objectives</b> <i>List the specific objectives for the project. Objectives should be Specific,</i>	<b>Assessor Instructions:</b> Students must list all three [3] objectives below:



<p><i>Measurable, Achievable, Relevant, and Time-bound (SMART).</i></p>	<ol style="list-style-type: none"> <li>1. <b>Increase Scheduling Efficiency:</b> Automate the scheduling process to reduce the time spent on schedule creation and adjustments by 70%.</li> <li>2. <b>Reduce Scheduling Errors:</b> Achieve a 90% reduction in scheduling conflicts and errors.</li> <li>3. <b>Enhance Employee Satisfaction:</b> Improve employee satisfaction regarding shift allocations and flexibility, aiming for a 20% increase in positive feedback.</li> </ol>
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<p><b>Project Tasks (At least 3)</b> <i>Break down the requirements provided in the case study, into individual project tasks.</i></p> <p><b>Assessor Instructions:</b> Students will need to break down the requirements provided in the case study. Their breakdown of the tasks might be different but will need to correspond to the details provided in the case study. Sample answers are provided below:</p>	<p><b>Actions to be taken</b> <i>Describe the actions that need to be taken for each task to be completed.</i></p> <p><b>Assessor Instructions:</b> Students will need to describe the actions to be taken for each task to be completed. Sample answers are provided below:</p>	<p><b>Resources Required</b> <i>Identify and explain the resources required for the project.</i></p> <p><b>Assessor Instructions:</b> Students will need to identify what resources will be required. They can include physical resources (such as tools and equipment) as well as human resources. Sample answers are provided below:</p>	<p><b>Person Responsible</b> <i>List the person/s responsible for completing the task and acquiring the required resources.</i></p> <p><b>Assessor Instructions:</b> Students will need to explain who the responsible person/s will be to gather the resources and complete the Project task. Sample answers are provided below:</p>
<p>Software Selection</p>			<p>Michael Rodriguez [IT Manager]</p>



	<p>Research and evaluate available off-the-shelf scheduling software to identify the best fit based on features and compatibility. Arrange demos and review user testimonials.</p>	<p>Information on current market solutions, access to software demos, evaluation criteria.</p>	
<p>System Customisation</p>	<p>Customise the selected software to integrate seamlessly with the existing employee database and meet specific scheduling needs. Define custom features and test integration points.</p>	<p>Software development tools, access to current databases, technical specifications.</p>	<p>Mark Brown [IT Administrator]</p>
<p>Staff Training</p>	<p>Develop training materials and conduct training sessions for administrative staff to ensure proper use of the new system. Monitor initial usage and offer ongoing support.</p>	<p>Training materials, training venue, scheduling software manuals, feedback forms.</p>	<p>Steven Turner [HR Director]</p>





Budget <i>Add as many rows as necessary</i>		
Category <i>[Software, Equipment, Human resources, for example, Quality Assurance Team or New Computers]</i> <b>Assessor Instructions:</b> This refers to the category of resource required. Students will identify different categories based on how they broke down their tasks. Sample answers are provided below:	Estimated Cost <i>[The cost must be displayed in AUD]</i> <b>Assessor Instructions:</b> This refers to the estimated cost for each category. Sample answers are provided below:	Explanation <i>[How did you estimate the cost, for example, time, type of software, number of people engaged, etc.]</i>  [Approximate word count: 10 – 30 words] <b>Assessor Instructions:</b> Students will need to explain how they estimated the cost. Sample answers are provided below:
Software	\$20,000	Research of software for scheduling and calculating the average.

**Total Estimated Budget: \$**  
Needs to be under \$80,000



Approved by: <i>(Insert the name of the sponsor)</i>	Emma Johnson
Signature:	
Date:	