

# Contents

<b>1. Establish Project Parameters</b>	
1.1 Identify Project Scope	14
1.2 Define Project Stakeholders	23
1.3 Seek Clarification from Delegating Authority of Issues Related to Project and Project Parameters	26
1.4 Identify Responsibilities of Relevant Stakeholders and Reporting Requirements	28
1.5 Clarify Relationship of Project to Other Projects and to the Objectives of the Organisation	30
1.6 Identify Availability and Access of Resources for Undertaking the Project	33
<b>2. Develop Project Plan</b>	
2.1 Identify risks and develop a risk management plan for project, including Work Health and Safety (WHS)	38
2.2 Develop Project Budget and Timeframe and Seek Approval from Relevant Stakeholders	43
2.3 Consult Team Members and Apply their Views in Planning the Project	48
2.4 Identify and Access Appropriate Project Management Tools	49
2.5 Develop Project Plan According to Project Parameters and Deliverables	60
2.6 Finalise Project Plan and Gain Necessary Approvals to Commence Project According to Documented Plan	61
<b>3. Administer and Monitor Project</b>	
3.1 Communicate to Project Team Members their Responsibilities and Project Requirements	68
3.2 Establish and Maintain Required Recordkeeping Systems Throughout the Project	71
3.3 Implement and Monitor Plans for Managing the Project	74
3.4 Undertake Risk Management as Required	76
<b>4. Finalise and Review Project</b>	
4.1 Complete Financial Recordkeeping Associated with Project and Confirm According to Agreed Budget	82
4.2 Complete Project Documentation and Obtain Sign-offs for Concluding Project	84
4.3 Review Project Outcomes and Processes Against the Project Scope and Plan	86
4.4 Document Feedback and Suggested Improvements	89
<b>Unit Review</b>	<b>91</b>