Improved Systems for Household Problem Waste – Community Recycling Centres

Part C: Project plan definitions	

Item	Definition/Examples
Title	Project title
Background/context	Provide a brief explanation of the background and/or context of the project.
Objective	What is the aim of this project? A useful way to frame the objective is to answer the question 'why are you doing the project?' The result is a one sentence statement, or series of statements, starting with the word 'To'
Outcomes	Target outcomes are expressed in the past tense and usually start with a word ending in 'ed', such as improved, increased, enhanced or reduced. They are the benefits that the project intends to achieve.
How will the success of the project be measured (Monitoring and Evaluation)	Describe the measures that will be used to indicate that the project has been successfully completed. Each measure will be linked to one or more target outcomes. At the end of the project the measures will help answer such questions as 'what have we achieved?' and 'how do we know?'
Outputs	What things will be delivered by the project? Outputs link with outcomes, in that the outputs are used by the project's customers to achieve the outcomes. Outputs are usually expressed as nouns.
Governance	Describe the management arrangements that will be put in place to govern the project and briefly describe the accountabilities of each party. As a minimum, this will include the name and title of the Project Manager.
Resources	What human resources, internal, external, contractors and/or working groups will be required for the project? Is the project being conducted within existing resources or are specific funds been supplied (internal or external to the business)? Proposed expenditure should be detailed in the Section C – Application Budget.
Stakeholders	Are there key stakeholders that influence the service scope? • If applicable, state the consultation already undertaken. • List the major stakeholders and their relationship to the proposal. • Identify how stakeholder issues have been integrated into the service scope or why they have not been included. • Identify how the relevant issues will be managed.

Item	Definition/Examples
Major risks and minimisation strategies	Identify key project risks, risk rating (based on assessment of consequence and likelihood using a risk register) and proposed mitigation measures – Refer to Australian Standard for Risk Management. Risk categories covered should include: • Schedule risk. This refers to anything that will likely lead to delay in the project schedule, and ability to meet agreed milestones. For example, this could be a result of delays in approval processes, unforeseen approval processes, availability of equipment and/or resources, stakeholder/community opposition. • Budget risk. This refers to any risk that can result in increased cost. For example, this could be a result of higher than expected cost of equipment and/or labour, the need to source material from further away than planned, exchange rate risk, land contamination, other construction risks etc. • Environmental and heritage risk. This refers to any impact on the natural environment. For example, construction works can lead to loss of natural habitat, loss of amenity etc. • WHS (formerly OH&S). This refers to safety and health risks. These are mostly relevant during construction. • Financial viability risk. With budget risks addressed above, this risk should mainly focus on the risk of returns (or avoided costs) being lower than anticipated. • It is also necessary to refer to security of supply – are contracts already in place for the waste? What is the associated risk? • A full risk register is to be prepared and attached to the business case, noting that the risk register is a 'living' document that is updated throughout the life of the project. • A table should be included to summarise the key risks identified (including Risk Description, Risk Rating – Very High, High, Medium, Low, Proposed Mitigation Measure and Revised Risk Rating.
Related projects	List any projects which are dependent on this project, or projects that are interdependent on this project, or projects upon which this project is dependent. Briefly describe the relationships.
Guidelines/standards	What guidelines, standards or methodologies will be applied to manage the project? Mention here any management systems that the organisation will apply such as ISO9000 or 14000.
Quality control	What level of reviews will be undertaken throughout the development of the project outputs? For example the timing of output reviews, how the reviews will be conducted and who will be involved.
Sustainability	Describe the elements of sustainability that will be embedded in the project. Consider: energy efficiency both in design and operation, water efficiency, material selection including recycled content, packaging and construction and operational phase waste management, site management including native landscaping and water sensitive urban design, transport and any other aspects particular to your site. Useful websites include: • OEH, Support for sustainability • Infrastructure Sustainability Council of Australia • Australian Green Infrastructure Council • Green Infrastructure
Economic benefits	Describe any economic benefits that will result from the project. This might include additional jobs either directly or indirectly related to the project.
Social benefits	Describe what social benefits will result from the project, this could include anything that is not an economic benefit, e.g. healthier sporting fields as a result of using and incorporating compost from the organics collected.

Item	Definition/Examples
Procurement strategy	• What processes will you use to purchase services and equipment? • Will you just follow your organisation's existing processes? If so what are they? • How will you achieve best value for money?
Tasks – key project steps	Present your table of tasks (as an attachment). A Gantt chart would be acceptable. Where necessary explain any complex tasks below your table. Deliverables – list the project tasks/activities in a table including: • Task Name • 1-2 sentence description • Person responsible for completing the task • Other resources required (contractors, equipment, other staff etc.) • Task duration (how long will the task take) • Task effort (how many hour's effort within the task duration) • Task completion date (Target)
Statutory approvals, licences and permits	Please list all statutory approvals such as Development Approval, and any Licences or Permits required for the project to be completed. Also, detail the renewal periods or approval timeframes that may impact the project.
Technical standards and legislative requirements	• Identify critical technical standards, legislation and policies (standards) relevant to the design and performance of the service/equipment. • State the applicability of any legislative requirements, including any specific requirements under the *Environmental Planning and Assessment Act 1979*.
Capturing the lessons learnt	Describe any program evaluation that will be used to capture the lessons learnt throughout the project. Do you anticipate sharing the outcomes of this project through any professional or community networks?