 

Project Plan

Version 1.0

**Digital Transformation Agency**



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Version: 1801

Project Plan

Use this template to draft your project plan. Feel free to adjust the sections to align with your project goals and requirements. Remember to save your own version of this document before making any changes.

## Project overview

#### Objective:

State the primary purpose of the initiative, including the policy problem it aims to address.

#### Policy problem/issue statement:

Clearly define the policy problem or issue that needs addressing, and the strategic importance of solving it.

#### Key outcomes:

Outline the desired outcomes of the project (e.g., creation of potential policy solutions, recommendations for changes, etc.).

#### Project sponsor:

Insert the name and role of the project sponsor.

#### Project lead:

Insert the name and role of the person responsible for managing the project.

#### Project team:

List the names and roles of key team members involved.

#### Stakeholders:

Identify internal and external stakeholders involved, including government agencies, industry, and other relevant parties.

## Project governance

#### Project steering committee:

List members and their roles, meeting cadence, and decision-making protocols.

#### Reporting structure:

Specify how and when reports will be shared with senior leadership.

#### Risk management:

Identify key risks (e.g., delays, stakeholder resistance) and mitigation strategies.

#### Dependencies:

List any related projects or external factors that could impact the project.

#### Timeline and milestones

Start Date:

End Date:

Key Milestone:

## Resource requirements

#### Budget:

Detail any financial requirements for each phase.

#### Staffing:

Outline the team roles and FTE required for each phase.

#### Other resources:

List any technology, tools, or other resources necessary.

## Communications plan

#### Stakeholder engagement:

Identify the communication strategy for engaging stakeholders during each phase.

#### Internal communications:

Set out how updates will be shared internally (e.g., email updates, team meetings, etc.).

#### External communications:

Outline how the project progress will be communicated to external stakeholders and the public (if necessary).

## Evaluation and success criteria

#### Key Performance Indicators (KPIs):

Define how success will be measured at each phase (e.g., number of stakeholders engaged, policy solutions tested, user feedback).

#### Post-implementation review:

Set out the plan for a review of the policy solution’s success after implementation.