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1. Integration Management Plan

1.1 Methodology

This project will be delivered using the PMBOK methodology and associated documents to manage the following aspects of project management :

- **Scope** - Project deliverables.
- **Time** - When deliverables will be completed.
- **Cost** – Budget and cash flow for project.
- **Quality** – Ensuring all regulations and standards are met.
- **Human Resources** – Manage contractors and staffing.
- **Communications** – Project progress and issues get communicated to stakeholders.
- **Risk** – Project risks are managed.
- **Procurement** – Contractors and suppliers are managed.
- **Integration** – Project aspects other than listed.

1.2 Project Dependencies

This project is dependent upon having no delays relating to poor weather. Also, contractors and suppliers delivering on works and material as per the project documented programme.

1.3 Change Control

- Any team member or client can request a change to scope.
- All requests for change go through the PM for review either to deny or convene request.
- A meeting with the client and the PM is scheduled to discuss cost and impact on the project's baseline. The intent of the request towards the project would need to be considered.
- If both parties give initial approval, the PM will then submit a formal request to client using QMB Variation Document (residential) VAR-DOC (Appendix 1).
- VAR -DOC is signed and approved by the client. If the client denied the change request in the scheduled meeting it would not proceed any further.
- Upon acceptance the PM would update all relevant documents to deal with cost, time, quality, procurement and communicate those changes to the impacted subcontractors, stakeholders and suppliers etc.

1.4 Auditing

- Inspections will be conducted at the required stages by the Council and Engineer.
- The Project Manager will also conduct independent site audits on a weekly basis as a way of recognising potential issues. (Appendix 2).

1.5 Performance Reporting

- Status reports will be incorporated into the weekly meetings using standard form. (Appendix 3).
- Project progress will be updated and tracked on the project Gantt chart.
- Lessons learnt meeting is to be held with all project team members as part of the project closure.

1.6 Project Closure

- All defects are completed, and the client is satisfied with the standard of quality and finish. Defect documents DD (Appendix 4) to be signed off by Client and PM.
- All inspections have been carried out and approved.

- Supply and installation of materials to comply to relevant Australian Standards and codes of practice.

1.7 Final Project Invoice

Once all defects, contractor and suppliers' payments finalised and final documents completed. ATM Constructions can submit their final progress payment invoice.

1.8 Project Archival

Once final payments have been received all project documentation will be required to be Archived for any future referencing. Archiving is to include both electronic and hard copies. Hard copies to be stored at main office with the electronic copies stored on the project hard drive under the job number and name.

2. Scope Management Plan.

2.1 Deliverables.

The project will be delivered in two stages which include:

Stage 1 – Construction of block and Structural Steel covered entry walk way.

Stage 2 – Construction to rear of premise a Structural Steel awning.

2.2 Inclusions.

Stage 1: Front Entry Covered Walkway

- Saw cut concrete and excavate footings. In ground services to be identified by owner.
- Pour concrete footing and place starter bars.
- Build block arch wall and render finish to match existing.
- Supply and install structural steel support beam primed paint finish.
- Timber roof framing H2.
- Metal roof battens, sisalation with colorbond corrugated roofing .042 BMT and flashings.
- Wet area plaster board soffit lining ,flush set and sanded.
- Timber trim as required around soffit.

Stage 2: Rear Awning

- Erect scaffold for work platforms and access.
- Supply and install structural steel framing primed paint finish only.
- Supply and install Colorbond Trimdek .042 BMT roofing including soaker flashings chased into block work.
- Timber framing for soffit lining.
- Line soffit with 6mm Villa board.
- Timber trim as required around soffit.

2.3 Exclusions.

The project exclusions are the same for stages 1 and 2.

- Electrical work including any sensor light, GPOs or Switch board up grades.
- Painting of any new work or existing.

2.4 Handover.

- Project handover to client (JoAnne Weber) will occur once Stage 2 is completed .
- Client is satisfied that all project deliverables have been completed to specified standards and quality control measures.
- Outstanding contract invoices have been settled by Client.
- A handover meeting will be held between the client and the PM for formal signing of the Practical completion notice PCN (Appendix 4) and finalise any other remaining outstanding issues.

3. Time Management Plan.

3.1 Schedule

Documents used for scheduling and time management are as follows:

- Appendix 5 : WBS
- Appendix 6 : Gantt Chart
- Appendix 7 : Project Organisational Chart
- Appendix 8 : Task Dependency Worksheet

Schedule

Pre-Building phase needs to be completed prior to commencement of construction on site. As detailed on the construction program this phase needs to be completed by 13/3/2020.

The above Phase will be completed during the wet season (summer) to minimise inclement weather delays once construction starts on site.

Stage 1: Front Entry

Construction of the front covered entry walk way is due to commence on 23/3/2020. During this stage the front entry will be closed off to the general public for safety and entry to the premise will be through the double garage off to the side of the construction zone but also at the front of the house.

Stage 1 completion date 28/4/2020.

Stage 2: Rear Awning

Construction of the rear awning is due to commence on 31/3/2020. This stage will start with an overlap into stage 1 allowing to shorten the overall construction program by 19 days.

Stage 2 completion date 28/5/2020.

The construction program has been divided up and broken down into individual tasks as per the WBS.

3.2 Milestones

Prebuilding phase

- Confirm design details
- Building approval.
- Approval of budget for construction.

Stage 1

- Check measure for structural steel beam.
- Construction of walkway completed by 28/4/2020.

Stage 2

- Check measure for structural steel framing.
- Line soffit, set and sand.
- Final building inspection.

Implementation

Weekly project reporting will be done using the information gathered from the construction program and other management documents. Information would include progress relating to the base line, budget, time delays and change of scope issues which would be complied and presented to the client at the weekly meetings for discussion.

Weekly meetings are to be minuted for clarity in tracking the meetings out comes. Minutes to be signed off by both the client and the project manager.

As part of the reporting process the construction program base line will be referenced against project actuals allowing for forecasting of impacts that will have changes to the project deliverables.

Any changes to the project can only be approval by the Client then by the Project Manager to be implemented into the project for scheduling.

4. Cost Management Plan.

4.1 Project Budget

The budget for this project is detailed below and has been broken up into the 2 stages of construction.

Stage	Labour	Procurement	Purchase	Total
1. Walkway	\$3,100.00	\$6,425.97	\$1,030.00	\$10,555.97
2. Awning	\$6,700.00	\$16,947.08	\$875.00	\$24,522.16
Total	\$9,800.00	\$23,373.05	\$1,905.08	\$35,078.13

4.2 Measuring Project Costs

All calculations for Project costings are fixed quotations from material suppliers and Sub – Contractors to carry out the work as per their individual tender work packages. Sub – Contractors ABN, Insurance details and ability to deliver finished products will be checked prior to formal contract signing.

Change of project scope has been detailed in the Integration Management Plan. No changes will be made without the approval from the PM in consultation with the client.

Earned Value Management will be implemented throughout the Project life cycle to track any variance in Cost and Performance. Four Earned Value criteria are to be used in this project: Scheduled Variance SV, Cost Variance CV, Scheduled Performance Index SPI and Cost Performance Index CPI. The Performance Indexes are to have a variance between 0.1 and 0.2, if a project was running less than 1 on the SPI it is behind on Schedule a well

performing project runs as close as possible to 1. If CPI is equal to 1 the projects on budget, greater than 1 its under budget.

Reporting of variances and action plans to correct if required will be put forward in the weekly project meeting with the client for discussion and implementing into the project.

4.3 Confidence Level.

The budget for this project has a high level of confidence provided there is no inclement weather delays or changes to the project scope.

Having the majority of contractors on fixed price contracts as well as material suppliers confirms a confident level pf bring the project in on budget and time.

4.4 Contingency Level.

The project has no additional contingency funds available.

4.5 Project Funding.

As per the signed contract between ATM Constructions and JoAnne Weber the funds will be paid as per item 9 of the contract being a deposit and 5 stages of construction. Invoices will be raised and emailed when each stage of construction is delivered. Payment under the contract is to be made within 2 working days from date on invoice into the Contractor nominated bank account.

The client will be funding the project entirely, no Bank finance is required. Payments as detailed below:

Stage of Work	Works included in Stage	% of contract complete	Amount due
Deposit	Signing of contract	5%	\$1,929.25
Stage 1	Completion of block work	12%	\$4,630.20
Stage 2	Delivery of Structural Steel	33%	\$12,733.05
Stage 3	Delivery of Roofing material	25%	\$9,646.25
Stage 4	Completion of soffit lining	15%	\$5,787.75
Stage 5	Practical Completion	10%	\$3,858.00
Total		100%	\$38,585.00

4.6 Cash Flow.

The projected Cashflow for the project is detailed below with GST included :

Week Beginning	Weekly Cashflow BL	Weekly Cashflow	Cumulative Expenses BL	Cumulative Expenses
23/3/20	\$1,929.25	\$3,996.00	\$1929.00	\$3,996.00
30/3/20	\$4,630.20	\$0.00	\$6,559.00	\$3,996.00
6/4/20	\$0.00	\$5668.00	\$6,559.00	\$9,665.00
13/4/20	\$12,733.05	\$3,898.00	\$19,292.00	\$13,563.00
20/4/20	\$0.00	\$2,636.00	\$19,292.00	\$16,189.00
27/4/20	\$9,646.25	\$4,930.00	\$28,939.00	\$21,119.00
4/5/20	\$0.00	\$5,343.00	\$28,939.00	\$26,461.00
11/5/20	\$5,787.75	\$5,052.00	\$34,726.00	\$31,514.00
18/5/20	\$0.00	\$1,800.00	\$34,726.00	\$33,314.00
25/5/20	\$3,858.00	\$3,427.00	\$38,585.00	\$36,741.00
	\$0.00	\$1,844.00	\$38,585.00	\$38,585.00

5. Quality Management Plan.

5.1 Overview of Requirements

- Cairns City Council development and building regulations.
- QBCC Standards and Tolerances Guide.
- Australian Standards.
- Scaffolding and Rigging tickets.
- White Construction Induction card.

5.2 Building Regulations

In regard to the project scope there will be two stages of the build that will require Council inspections for compliance.

- Structural Steel framing.
- Final certification.

These inspections will be organised by the project manager at the appropriate stages of the project life cycle.

5.3 Contractors

Contractors must have a White Construction Induction card presented to the Builder before commencing work on site.

Licences/tickets for Scaffolding and erection of Structural Steel will also need to be sited in this instance.

5.4 Quality Assurance

Quality assurance will be conducted and dealt with by the Builder/Project Manager as construction progresses over the life cycle of the project. The weekly meetings will also be utilised to discuss any other issues that the client may need to be involved with.

5.5 Quality Control

Control of the project quality will be conducted by the Builder/Project Manager as an implemented tracking process as detailed .(Appendices 9 and 10).

As part of the Quality control process lessons learnt over the project life cycle will be discussed and documented. Making sure that lessons learnt can be applied to the next projects saving time and money. (Appendix 11).

6. Human Resource Management Plan

6.1 Stakeholders.

Key objective is to establish who the main project Stakeholders are and to manage the influence and expectations they have for the duration of the project. Consulting with Stakeholders to build a working relationship in the early stages of the project establishes rapport, boundaries and trust.

The following tables are designed to help reduce Stakeholder negative influences over the project.

It is the Project Manager's responsibility to manage and update all data related to this management plan.

Stakeholders are listed below :

- Jo Weber Owner 25 Mayflower St Mount Sheridan.
- Dean Weber Owner 25 Mayflower St Mount Sheridan.
- Dale Sargent Engineer.
- Martin Jones Private Building Certifier.

6.2 Human Resources.

Human Resource management strategies as outlined by the PMBOK can be identified in the following:

Conflict resolution : A strategy for two or more parties to resolve a disagreement between them with an amicable outcome. The key to successful conflict resolution is to utilise listening skills, allowing each party to the conflict to make their point, respecting each party and their point of view and then steering discussions to find common ground.

HRM Forecasting : A strategy involving projecting the projects labour requirements throughout the project life. Using tools such as the project programme is a simple and effective method of allocating resources and tracking progress and costs v budget .

Learning and Development : By learning from mistakes, structured learning/training and or on the job opportunities, we can further develop tools and remedies to improve individual and team skills. Managing a learning culture for the ongoing development of skills will aid in the developing of the project team's effectiveness over time. Where L&D is specific to company personnel it would be appropriate and valuable to develop a skills matrix conduct a skills audit for the required skills set for the business and to conduct a skills audit of actual skills v required skills. Given the Sole Trader nature of the business, this level of detail is not discussed in detail.

Performance Management : The process of defining roles, responsibilities, expectations, measuring performance and providing feedback. Performance management plans may include standards of work and conduct and or specific performance outcomes. These could include but are not limited to KPI targets and or progress reports conducted on a regular basis.

7. Communication Management Plan.

7.1 Organisational Structure.

The informal organisation structure chart is explained and detailed in Appendix 7. This document also details the companies that have been contracted to complete the project works.

7.2 Stakeholder Communication.

As each Stakeholder has different levels of influence, methods for which information can be communicated to each Stakeholder will also differ. Establishing a communication plan will help to understand the requirements and frequency for informing each stakeholder on the project's progress and on-going issues.

Stakeholder	Engagement Effort	Owner	Communication Method	Frequency
JoAnne Weber	Manage closely	Project Manager	Verbal on site, meetings, emails, phone calls	Daily with weekly site meetings
Dean Weber	Keep informed	Project Manager	Verbal on site, phone calls	Daily with weekly site meetings
Dale Sargent	Keep informed	Project Manager	Email correspondence	As requires
Martin Jones	Monitor	Project Manager`	Phone calls	As stages finish

7.3 Stakeholder Analysis.

Some Stakeholders are willing to hand over control and work with the project manager while other Stakeholders have their own agenda and goals. A Stakeholder with their own agenda can be a negative force working against the project deliverables and slow down decision making and project progress.

Addressing and putting aside individuals' agendas early on in the project is advantageous and by understanding each Stakeholder's interest and concerns the Project Manager can adopt a more pro-active project management approach. To determine each Stakeholders level of engagement we may ask ourselves the following questions.

What does this stakeholder need?

What expectations does this stakeholder have?

What is this stakeholder's greatest concern?

What is needed from this stakeholder?

What is the risk if this stakeholder is not engaged?

Should we monitor, keep informed, keep satisfied or manage closely?

The following details the level of engagement for the project Stakeholders.

Stakeholder	Current engagement level	Desired engagement Level	Priority	Action Plan
JoAnne Weber	Leading	Leading	Critical	Communicate regular progress , be up front
Dean Weber	Resistant	Supportive	Critical	Support towards Jo's decisions
Dale Sargent	Supportive	Supportive	Medium	Conformance to specification/plans
Martin Jones	Neutral	Supportive	Low	Inspections as construction progresses

Using this level of planning and management improves the project teams Communication methods, interpersonal skills and develops better project management outcomes.

8. Risk Management Plan.

8.1 Constraints.

The addition of a covered entry walk way and canopy to existing house presents its own special constraints.

- Trades working in and around an occupied residence.
- Limited access to the back of the house for canopy construction.

- Working on scaffold at heights.
- Fixed budget.
- Completion date.

8.2 Assumptions.

- Plans for construction have been approved.
- Supply of material for the job are as quoted.
- Project will be on time and budget.
- No foreseeable delays with contractor material or labour .

8.3 Potential Issues.

- Inclement weather conditions (heavy rain).
- Delays in receiving structural steel from the galvanisers.
- Issues with scaffolding being in the way of construction.
- Issues with contractor's adherence to the project timetable.

8.4 Management of Risk.

To manage the identified risk the following procedures will be put in place.

- Appendix 19 : Project risk review.
- Appendix 20 : Risk Identification SWOT
- Appendix 21 : Risk Brainstorming Spreadsheet.
- Appendix 22 : Response to Risk Plan.

It is the responsibility of the Project Manager to maintain and monitor these processes during the life cycle of the Project. In conjunction with the above management tools, additional meetings maybe required to further discuss and ultimately resolve any outstanding issues.

9. Procurement Plan.

9.1 Procurement Requirements.

Input from the stakeholders has identified the project deliverables and objectives of the end uses. Consultation between the Stakeholders and Project Team over several meetings has provided information for a set of Construction drawings and specifications to be produced. These drawings will be the basis for the tendering and procurement process.

The Project Manager will ultimately be responsible for the Procurement process and overseeing members of the project team.

At least two tender prices for contract works and materials supplied are to be obtained before any contracts can be awarded. Project Manager is to have the final sign off.

9.2 Procurement Processes.

Using the Construction drawings and specifications, tender packages are to be compiled and emailed to the appropriate trades and suppliers. Appendix 16 Tendering Tracking document is to be used as standard for all tendering purposes. A copy of the current construction program will also need to be attached.

To track this process and compare quoted pricing with transparency in mind Appendix 17 Tender Comparison document is to be used. Tender process to be two weeks from date sent. This document will also inform the project team on the risks associated with each quote provided. Project team members /administrator to complete and provide recommendation for the successful tenderer. Project manager has the final sign off.

Decision criteria and award of tender will be based on the following :

- Ability to provide services as per tender documents.
- Able to meet program deadlines.
- Cost within budget constraints.
- Quality of deliverables.
- Past performance.

A Risk assessment will be done for the tender short list as a final selection process for a successful tenderer Appendix 19.

Unsuccessful tenderers to be notified via email.

9.3 Procurement of Services.

Contract format will be Queensland Master Builders eDocs with electronic signature capabilities the preferred delivery option is via email. Purchase order numbers will also be issued as the number will need to be documented on all invoices for payment. Failure to supply a **valid Tax Invoice** or supplying an incorrect invoice will result in delayed payment.

9.4 Contractor Management.

Weekly progress meeting will be held by a member of the project team, as a tool to manage any spillage and confirm contractor and suppliers are on schedule to meet their targeted mile stones.

Variations to contract will be validated under the signed contractual agreement and submitted to the project manager. If approved to be a valid claim by the project manager and variation to contract will be raised via the Edocs portal and emailed for signing.

Contractors and supplies performance over the project will be documented using Appendix 19. This document is to be completed at the end of each Contractors or Supplies task to high light any issues that could be dealt with better to save time and money or both in regard to future projects.

10. Appendices

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Quality Audit Template

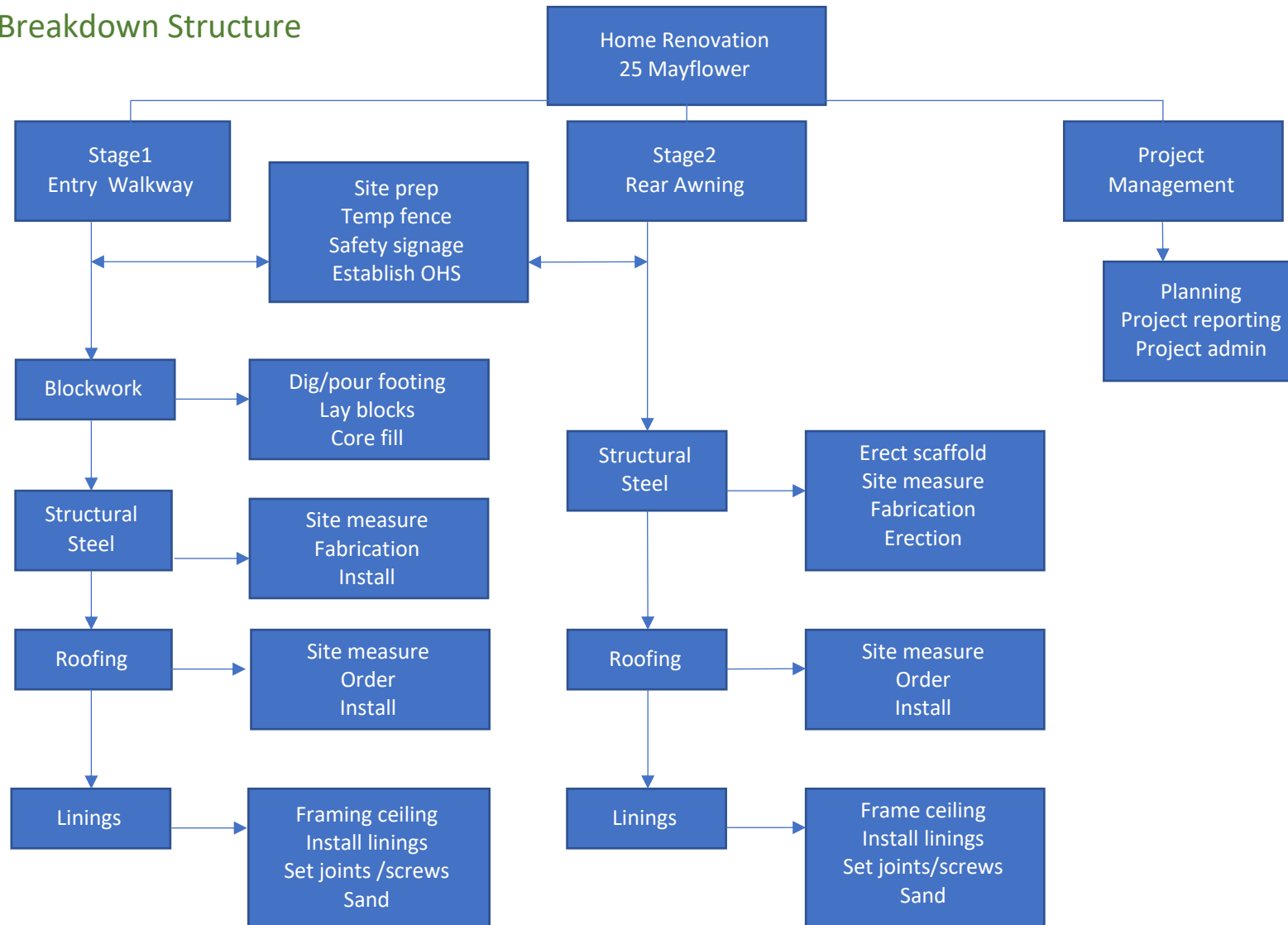
Project Name:		
Prepared by:		
Date:		
Project Manager:		
Project Phase:	Overall Project Status:	
Audit Date:	Audit Number:	Audit Leader:
Audit Team:		
Goal(s) of This Specific Audit:		
Audit of Management of Project:		
1. (required project objective #1)	Assessment:	Comment:
2. (required project objective #2)	Assessment:	Comment:
3. (required project objective #3)	Assessment:	Comment:
4. (required project objective #4)	Assessment:	Comment:
n. (required project objective #n)	Assessment:	Comment:
Overall Assessment of Management of Project:		
Recommended Action(s)/Lessons Learned Regarding Management of the Project :		
1.		
2.		
3.		

Audit of the Product of the Project:				
1. (required product characteristic #1)	Assessment:	Comment:		
2. (required product characteristic #2)	Assessment:	Comment:		
3. (required product characteristic #3)	Assessment:	Comment:		
4. (required product characteristic #4)	Assessment:	Comment:		
n. (required product characteristic #n)	Assessment:	Comment:		
Overall Assessment about the Product of the Project:				
Recommended Action(s)/Lessons Learned Regarding the Product of the Project:				
1.				
2.				
3.				
Additional Audit Comments:				
1.				
2.				
3.				
Have you attached additional material(s)?			☐	yes
			☐	no
Name(s) of attachment(s):				
1.				
2.				
Audit Report Submitted To:			Date:	

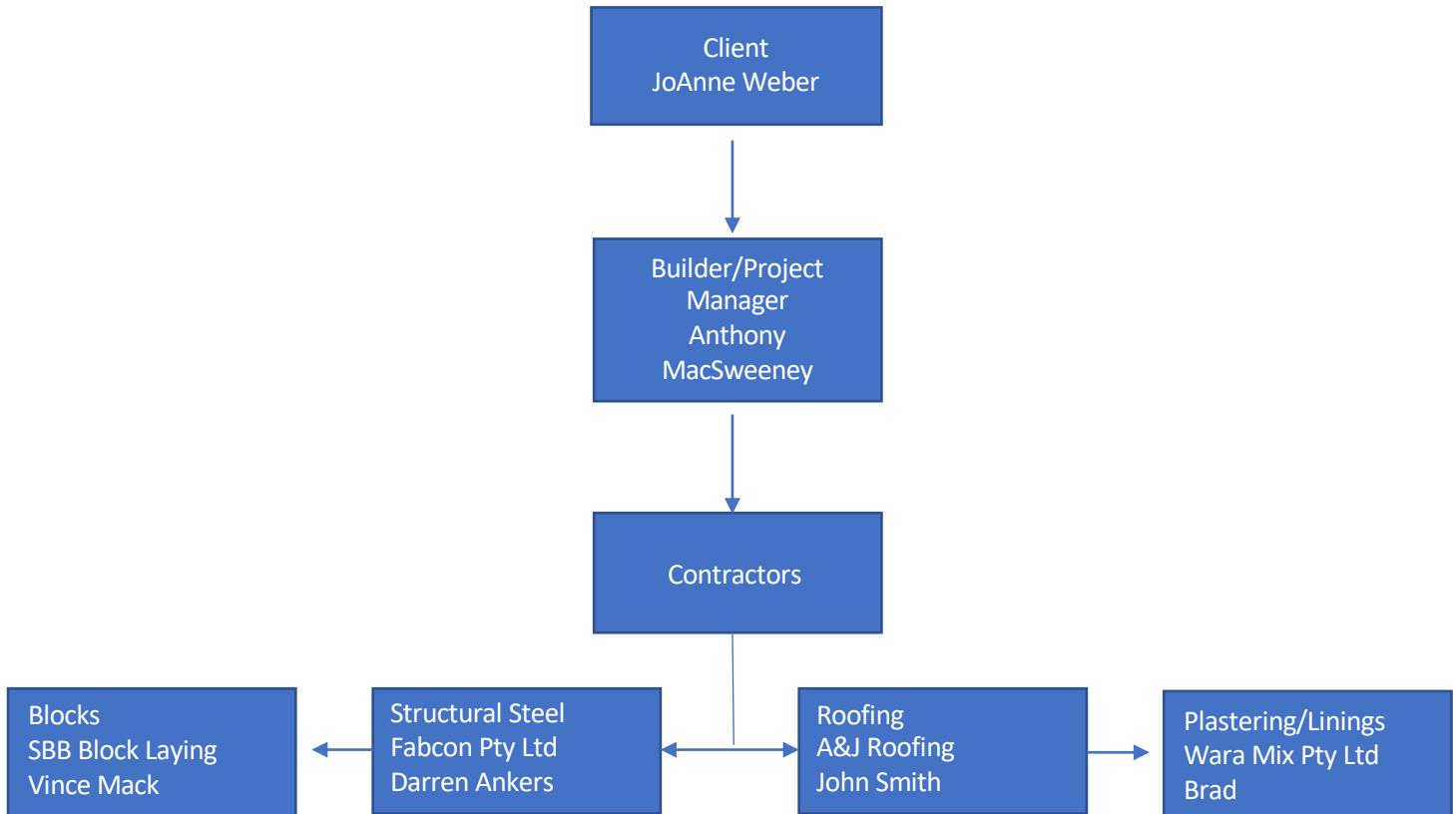
Project Status Report Template

Project Name:		
Prepared by:		
Date:		
Status of Project Relative to Project Objectives:		
Scope (On scope? If off scope, how serious?):		
Schedule (On schedule? Ahead or behind by how much, etc.):		
Cost (On budget? Under or over by how much, etc.):		
Quality:		
Communications:		
HR:		
Risk:		
Procurement:		
Integration:		
Progress Report: (what is completed, what is in process, key changes made, when and why, etc.)		
Forecasting: (estimate of future project status and progress)		
Other issues or comments:		
Issue:	Who Will Address:	
Project Report Submitted to:		
Name:	Title:	Date:
Name:	Title:	Date:

Work Breakdown Structure



Project Organisational Chart



Task Dependency Worksheet

Task number	Task Description	Duration	Predecessors (list task numbers)					Constraints	
			FS	SS	FF	SF	Lag	Type	Date

Predecessors:

FS = Finish to start – This task commences following the end of the listed tasks.

SS = Start to start – This task starts at the same time as the listed tasks.

FF = Finish to finish – This task finishes at the same time as the listed tasks.

SF – Start to finish – This task finishes at the same time the listed tasks commence.

Lag = number of days between tasks.

Constraint types:

As soon as possible – Finish the task as soon as possible based on the constraints of predecessors. This is the most common selection.

As late as possible – Finish this task as late as possible based on the constraints of later activities.

Finish no earlier than – Finish as soon as possible, but no earlier than the specified date.

Finish no later than – Finish as soon as possible, but not later than the specified date.

Must finish on – Task finishes on the specified date.

Must start on – Task commences on the specified date.

Start no earlier than – Task commences on or after the specified date.

Start no later than – Task commences on or before the specified date.

Quality Analysis Tool

[illegible]

Quality Management Plan

Project Name:
Prepared by:
Date:
Description of Project Quality System:
<i>Describe in as much detail as needed specifically what will be required in each of the following areas to manage quality on this project:</i>
ORGANISATIONAL STRUCTURE
ROLES AND RESPONSIBILITIES
PROCEDURES
PROCESSES
RESOURCES
<i>Describe how each of the following aspects of quality management will be addressed on this project:</i>
QUALITY CONTROL
QUALITY ASSURANCE
QUALITY IMPROVEMENT

Lessons Learned Documentation

Project Name:									
Prepared by:									
Date:									
Lesson Learned Number:									
Lesson Learned Proposed Name:									
Project Team Role:									
Process Group:*		Initiating		Planning		Executing		Controlling	Closing
Specific Project Management Process Being Used:									
Specific Practice, Tool or Technique Being Used:									
What was the action undertaken?									
What was the result?									
What might have been a more preferred result?									
What might have created the more preferred result?									
What is the specific Lesson Learned?									
How could one identify a similar situation in the future?									
What behaviour is recommended for the future?									
Where and how can this knowledge be used later in this current project?									
Where and how can this knowledge be used in a future project?									
Who should be informed about this Lesson Learned: (check one)									
		Executive(s)		Project Manager(s)		Project Team(s)		All Staff	
		Other:							
How should this Lesson Learned be disseminated? (check all that apply)									
		e-mail		Intranet/Web site		Tip Sheet/FAQ		Library	
		Other:							
Have you attached reference(s), example(s) and/or additional material(s)?								yes	no
Name(s) of attachment(s):									
1.									
2.									

Project Risk Review

Project Name:
Prepared by:
Date:
Meeting Date:
Purpose of Meeting:

CHANGES IN RISK FACTORS: Notes				
Identified Risk	Changes in Probability of Occurrence	Changes in Priority	Changes in Ownership/ Responsibility	Changes in Needed Response

Additional Notes/Comments/Agreements/Next Steps:
--

Risk Identification – SWOT Analysis

Project Name:
Prepared by:
Date:
Project Manager:
SWOT Analysis Facilitator:
SWOT Analysis Participants:
SWOT Analysis Recorder:
Date of SWOT Analysis:
Project Strengths: (What potential strengths exist about the project, the project team, the sponsor, the organisation structure, the client, the project schedule, the project budget, the product of the project, etc.?) 1. 2. 3. 4. 5
Project Weaknesses: (What potential weaknesses exist about the project, the project team, the sponsor, the organisation structure, the client, the project schedule, the project budget, the product of the project, etc.?) 1. 2. 3. 4. 5

Project Opportunities: (What potential opportunities exist in regard to achieving the project requirements, the product requirements, the project schedule, the project resources, the project quality, etc.?)

- 1.
- 2.
- 3.
- 4.
- 5.

Project Threats: (What potential threats exist in regard to achieving the project requirements, the product requirements, the project schedule, the project resources, the project quality, etc.?)

- 1.
- 2.
- 3.
- 4.
- 5.

Risk Brainstorming Session Worksheet

Project Name:
Prepared by:
Date:
Session Facilitator:
Title/Position:
Participating Group:
Location:

Identified Risk	Probability of Occurrence	Potential Impact	Proposed Actions	Risk Rating	Residual Risk	Identified by Whom?	Who is responsible?

Identified Risk	Probability of Occurrence	Potential Impact	Proposed Actions	Risk Rating	Residual Risk	Identified by Whom?	Who is responsible?

Risk Response Plan

Project Name:
Prepared by:
Date:
Description of Risk Identified:
Person(s) Responsible:
Results from Risk Analysis:
Agreed Responses (avoidance, transference, mitigation, acceptance):
Response #1
Response #2
Response #3
Residual Risk Level:
Action Steps:
Budget & Time for Response:
Contingency/Fallback Plans:

Tender Tracking

Project Name:

Date:

No.	Contractor/Supplier	Date Sent	Date Due	Email Address	Contact Person	Tender Received Y/N	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Tender Comparison

Project name :

Date :

Item Description	Contractor/Supplier #1	Contractor/Supplier #1	Contractor/Supplier #1
	Name	Name	Name
Tender Price			
Conforming Tender			
Non-Conforming Tender			
Past Performance			
Able to meet time Constraints			
Risk Assessment Completed			
SWMS			
Conflicts of Interest			
References Supplied			
QBCC Licence Check			
ABN Check			
Financial Check			
Recommendation			
Prepared By :			
Signature :			

Sub-Contractor / Supplier Engagement

Project Name :
Prepared By :
Date :
Contractor :
Scope of works :
Required Timeline :
Cost :

Contract / Supplier Performance Report

Project Name:		
Prepared by:		
Date:		
Status of Vendor Performance, relative to project/contract objectives:		
Scope (On Scope? If not, how serious)		
Schedule (On schedule? Ahead or behind by how much, etc.)		
Cost (On budget? Under or over by how much, etc.)		
Quality		
Progress Report (What is completed, what is in process, key changes made, etc.):		
Forecasting (Estimate of future project status and progress):		
Other Issues or Comments:		
Submitted	Name/Title:	Date:
Approved	Name/Title:	Date: