1. **Purpose**

This procedure is to be used by **Projects Team** for compiling the Project Plan.

1. **Scope**

This procedure applies to **Projects Team** to for all the projects.

1. **Procedure**

The Project Plan is incepted in the Planning Phase of the Project. The following information are mandatory for the compilation of the Project Plan:

**Step 1 INPUT** – Approved Space Form received from Design Team

Project Manager: Verify the space form and confirm the following requirements:

1. Space Form is approved (Signed by key stakeholders) *Yes or No?*

**Step 2: Verify before accepting the Space Application**

1. Functional Requirements & Nominated Site *Yes or No?*
2. Funding Source *Yes or No?*
3. Approved Project Budget *Yes or No?*
4. Timelines *Yes or No?*
5. Clients &Stakeholders involved *Yes or No?*

**Step 3:** **Compile the task and activity for the project plan content by clearly defining the following:**

1. Project Management Plan – Identification of the Governance Hierarchy and Responsibilities.
2. Cost Management Plan – Identifies cost breakdown of activities and task that need to be involved within this project budget. It will also define the following:

* Identifies who is responsible for managing costs. Yes, or No?
* Identifies who has the authority to approve changes to the project or its budget Yes, or No?
* How cost performance is quantitatively measured and reported upon Yes, or No?
* Report formats, frequency and to whom they are presented. Yes, or No?

1. Quality Management Plan – Identification of quality control measures for Project records, technical documents, Reports etc. *Yes, or No?*
2. Risk Management Plan – High level analysis of the identified Risks and Impacts; Updated throughout the Project life cycle. *Yes, or No?*

**Step 4:** **OUTPUTS** **– Project Plan Completed and Signed**

1. **Responsibility**

**Projects Team –** Project Manager and Clerk of Works

**Approvals –** Project Managerand Sponsor or Listed Stakeholders.

**Authorized by:** Director – Estate and Infrastructure **Documented by:** Projects Team

**Date authorized:** **Effective date:**

**Last amended:** N/A **Revision status:** 1st Issue