Project Brief

|  |
| --- |
| **INSTRUCTIONS: *Delete grey italic guidance text when filling in template – please use clear and plain English. Dot points are fine.*** |
| **Project Title** | *Name of project and its acronym if required* |
| **Developed by** | *A person’s name*  | *Business Unit* |
| **Approved by** | *Cabinet or Divisional Executive Director or Executive Leadership Team etc* |
| **Strategic Fit** | Link to DPC/Government strategy | *Date proposed* |
| The Problem/Opportunity and Outcomes/Benefits |
| **1 - Current state** |
| *Describe the facts, figures and recent history resulting in the current state.E.g. The ABC system is used by over 5,000 public servants each month to publish information on a website accessed by 10,000 citizens a day. In the last 2 years, customer satisfaction of the website has decreased by 40%* |
| **2 – What** **has to change?** |
| *What problems/opportunities arise from the current state? What are the implications of doing nothing?E.g. The system quality and alignment to citizen expectations is decreasing; increased downtime, poor search results and increased maintenance costs.* |
| **3 – What must be stopped?** |
| *What activities/ processes/ practices must be stopped to support the changes required?* *E.g. Business unit will stop current business centric approach as it does not meet end users’ needs.* *The way we let customers know about grants program does not reach most vulnerable communities. Application guidelines will no longer be available in hard to understand English* |
| **4 – Outcomes**  |
| *What will be different once the outputs are in place?* *E.g., Citizens will be able to access key information in an easy-to-understand format**Agencies will have an easy process to share information with their customers/ citizens* *Staff work effort is reduced as double handling is eliminated* |
| **5 – Benefits, their owners and measures** |
| *Add* [**Benefits Pathway**](https://sagov.sharepoint.com/sites/DPC_indpc-projects/SitePages/Benefits-realisation.aspx) *results hereWho are the owners of these benefits? What measures would show these benefits have been achieved?* |
| **6. Broad timelines and method to check outcomes/ benefits.** |
| *After the project is completed, when will the benefits happen? How will you know**E.g. Customer satisfaction surveys will be used to see if changes to information have helped them with their decision making. The surveys will be done at three monthly intervals for two years.* |

|  |
| --- |
| The solution that achieves the outcome/benefits |
| **A – Initiative Description** |
| *Concise summary of the solution**E.g. Updated web platform with data automation to enable citizens to access real-time information whenever they need it.*  |
| **B - Outputs** |
| *Proposed outputs – what will we build/buy/deliver?* *E.g. Leverage the Platform currently used by DPC for sa.gov.au, with additional plug-ins to enable data automation.* *Procure consultancy services to work with DPC**Develop prototype data automation from ABC system to present in citizen-centric manner.* |
| **C - Governance** |
| *Has a Project Manager and Project Sponsor been identified that will support the project? Will a Project Steering Committee and/or Advisory Groups be required?*  |
| **D – Stakeholders and their roles in the project** |
| *E.g. Director (product owner),ICT Services (solution managers) Other DPC business units (end users)**Aboriginal and Torres Strait Islander communities (end users).* |
| **E - Risks & Assumptions** |
| *List the key risks and assumptions that could threaten the outcomes and benefits. Add any mitigations. Treatments you are considering* *E.g. External consultant cannot be engaged in timely way – MITIGATION – see if Panel contract is suitable to use for project.* |
| **F - Resources/Procurement** |
| *Are the resourcing requirements and/or roles required/ known such as project manager, project sponsor, business analyst, policy officer etc.* *Will there be a procurement required* *in order to deliver? Have you contacted DPC Procurement and Contract Services to discuss this?* *Consider the Aboriginal Business Connect Register.* |
| **G – Costs (including funding source)** |
| *Expected budget impacts including Capital Expenditure (CapEx) and Operational Expenditure (OpEx) and where it is proposed the funding is to be sourced from.**E.g. $50,000 (payment of external contractor) to be funded from the PMO’s existing OpEx budget*  |
| **H – Estimated Stage 2. Planning completion date** |
| *For project categorisations of medium or high only.**Estimated date for Project Management Plan to be submitted to PMO for Project Governance Committee Consideration* |