





Appendix A

SPM Forms

SPM1 Project Definition

SPM2 Project Risk Assessment

SPM3 Change Management

SPM4 Budget Plan for Project

SPM5 Project Quality Plan

SPM6 Project Task List



SPM1 PROJECT DEFINITION

Project Name and Brief Description

Project Outline

Objectives • What is the project designed to achieve

Scope • What is included, what is excluded

Constraints

Roles and Responsibilities • Project Sponsor, Customer, Manager

Main Products/Deliverables • What is to be produced, in what form

External Dependencies • Links to other projects

Underlying Assumptions

Project Phases/Tasks				
Phase/Task	Resource	Start Date	End Date	Status

Project Review Points			
Date or Project Event	Review Deliverable	Review Method	Actual Status

Approvals/Authorisation				
Project Sponsor	name:	approval to begin:	date:	completion: date:
Project Manager				
Project Customer				

Risk Assessment	reqd?	Project Quality Plan	reqd?
Change Management Sheet		Project Budget	

SPM2 PROJECT RISK ASSESSMENT

Project Name and Brief Description

Compiled By:

Date:

Approved By:

Date:

Risk:

Preventive Actions:

Contingent Actions:

Trigger Actions:

Risk:

Preventive Actions:

Contingent Actions:

Trigger Actions:



Risk:

Preventive Actions:

Contingent Actions:

Trigger Actions:

Risk:

Preventive Actions:

Contingent Actions:

Trigger Actions:

Risk:

Preventive Actions:

Contingent Actions:

Trigger Actions:



SPM3 CHANGE MANAGEMENT

Project Name and Brief Description

Compiled By:

Date:

Change:

Implications:

Accepted By:

date:

Change:

Implications:

Accepted By:

date:

Change:

Implications:

Accepted By:

date:



Change:

Implications:

Accepted By: date:

Change:

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Implications:

Accepted By: date:

Change:

Implications:

Accepted By: date:





SPM5 PROJECT QUALITY PLAN

Project Name and Brief Description

Compiled By:

Date:

Approved By:

Date:

Quality Targets:

Prioritised targets against which the success of the project will be judged, e.g. Delivery Date, Development Cost, Quality of Product. The latter must be expressed in specific terms, based upon Functionality, Usability, Reliability, Performance, Serviceability

Accepted By:

Date:

Approach to be used:

Standards, Methods, Technologies, Tools. Justification of deviation from normal standards.

Implementation Strategy:

Outline of method of implementation, including implications of strategies such as parallel or pilot implementations



Major Products to be Reviewed	
Product:	target review date:
Review Method:	
Findings:	actual review date:
Corrective Action Required:	
Action Taken By:	corrective action date:

Product:	target review date:
Review Method:	
Findings:	actual review date:
Corrective Action Required:	
Action Taken By:	corrective action date:





