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| --- |
| Component Assignment Brief  Component project name |



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TMR OnQ Template Version 3.0 (06/09/2017)

**Controlling**

**Project:**

**Component**

**Project:**

CAB

Options Analysis

Offer

Business

Case

Management Plan

Project

Plan

Handover Report

Completion Report

Project Summary

|  |  |
| --- | --- |
| 1. **Region/Unit** |  |
| 1. **Location** |  |
| 1. **Program** |  |
| 1. **Project Number** |  |
| 1. **Project Description** |  |

Document Control

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| --- | --- |
| 1. Prepared by: | 1. Name |
| 1. Title: | 1. Job title |
| 1. Branch: | 1. Branch |
| 1. Division | 1. Division |
| 1. Location: | 1. Floor, street, city |
| 1. Version no: | 1. 0.1 |
| 1. Version date: | 1. dd mm yyyy |
| 1. Status: | 1. Initial Draft/Consultation Draft/Approved Document/Minor Revision/Major Revision |
| 1. DMS ref. no: | 1. DMS reference number |
| 1. File/Doc no: | 1. File number/document number |

Version history

|  |  |  |  |
| --- | --- | --- | --- |
| **Version no.** | **Date** | **Changed by** | **Nature of amendment** |
| 1. **0.1** |  |  | 1. **Initial draft.** |
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Endorsement and Approval

Project Sponsor

I offer the work described in this brief to ………… for delivery as a component project

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

The following officers have **endorsed** this document

Program Manager

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

Project Manager (= Component Project Customer)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

Component Project Sponsor

I accept this offer.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |
| 1. **Comments** | | | |
|  | | | |

The following officers have **endorsed** this document

Component Program Manager

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

Component Project Manager

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | | |
| 1. Position |  | | |
| 1. Signature |  | 1. Date |  |

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| Read this guidance text box before proceeding.   1. This template is used to brief an internal business unit to carry out work on a component of the overall/controlling project.   Most sections contain guidance shown in yellow boxes and a content area denoted by a placeholder symbol Type here. Other sections contain draft text that needs to be reviewed and selected/amended/deleted as necessary.  When the template is complete and the guidance boxes removed, update the table of contents by  right-clicking and selecting ‘Update Field’, then ‘Update entire table’.  Once approved, this document should be managed in accordance with the Department of Transport and Main Roads Recordkeeping Policy.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |



Executive summary

|  |
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| Extract the key points of this document. The executive summary should not say anything that has not been included in the body of the template. So it is usually best to write this section last i.e. after the rest of the template has been completed.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. Purpose of this document
3. The purpose of this document is to brief the component project, fully describing the work required of it.
4. Definitions

|  |
| --- |
| 1. In the table below, define any term the audience may not understand, including specific terms, abbreviations and acronyms.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

| Terms, abbreviations and acronyms | Meaning |
| --- | --- |
|  |  |
|  |  |
|  |  |

1. Governance
2. The project and its components are being managed in accordance with the project management policy of April 2012 and the principles that appear on the OnQ website under governance. Governance arrangements for the component project are set out below.
   1. Key roles

|  |
| --- |
| 1. Bring forward from the Proposal and add as appropriate for the component project. 2. Where multiple organisations/agencies are involved that own different parts of the new/upgraded asset/network to be created by this project, list the coordinating customer who will be responsible for obtaining agreement from the others on required functionality when the project identifies any such issues. The other customers should also be listed.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. The key project management roles are:

|  |  |
| --- | --- |
| 1. Project Customer | 1. [Name], [Position] (decision maker ‘owning’ the new asset) |
| 1. Project Sponsor | 1. [Name], [Position] (head of the delivery group) |
| 1. Concept Manager | 1. [Name], [Position] |
| 1. Program Manager | 1. [Name], [Position] |
| 1. Project Manager | 1. [Name], [Position] |
| 1. Advisory Group | 1. (optional) |
| 1. Component Project Sponsor | 1. [Name], [Position] |
| 1. Component Program Manager | 1. [Name], [Position] |
| 1. Component Project Manager | 1. [Name], [Position] |

* 1. Project organisation structure

|  |
| --- |
| 1. If considered necessary, bring forward from the Proposal the overall project structure and add as appropriate for the component project. Otherwise delete this sub-section.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Business and program benefits of the project

|  |
| --- |
| 1. Bring forward from the Proposal.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Reviews and reporting

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| 1. Bring forward from the overall project Proposal anything relevant to the component project and add as appropriate for the component project.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Project management method

|  |
| --- |
| Bring forward from the overall project Proposal and add as appropriate for the component project. Add to/amend the following text as required.  See the component interaction flow on the OnQ site under Project Management> Methodology> Component interaction.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Interactions between the overall project and the component project will be managed in accordance with the OnQ component interaction flow, with initial and final business process analysis (BPA) and business requirements specifications (BRS) being prepared.
2. The initial Business Process Analysis will be/has been written by the customer organisation and is attached/will be given to the component project by …/…/….
3. Type here
4. Overall project definition
   1. Location

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| 1. Bring forward from the Proposal.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Background

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| 1. Bring forward from the Proposal.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Current situation

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| --- |
| 1. Bring forward from the Proposal.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Objectives

|  |
| --- |
| 1. Bring forward from the Proposal.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Proposed project

|  |
| --- |
| 1. Bring forward from the Proposal.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Project performance measurement/success criteria/KPIs

|  |
| --- |
| 1. Bring forward from the Proposal. Identify those that are relevant to the component project. Add as may be appropriate for the component project.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Product performance measurement/success criteria/KPIs

|  |
| --- |
| 1. Bring forward from the Proposal. Identify those that are relevant to the component project. Add as may be appropriate for the component project.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. Component project scope
   1. In scope

|  |
| --- |
| 1. Identify the component project boundaries and the work required to complete it successfully. Overall project scope will be defined in increasing detail as the project moves from proposal, through options analysis to business case. It is then refined further during preliminary and detailed design in the development phase, and will be facilitated by the preliminary and final BPA and BRS. Indicate clearly the required quality including standards and functionality.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Out of scope

|  |
| --- |
| 1. State the work which will not form part of the component project scope.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Constraints

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| 1. Bring forward from the overall project proposal any constraints that may be relevant to the component project, and add any further constraints the overall project may need to place on the component project.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

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* 1. Assumptions/risks

|  |
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| Bring forward from the overall project proposal any assumptions that may be relevant to the component project, and elaborate on any risks they may pose.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Related projects/proposals/planning studies

|  |
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| Bring forward from the overall project proposal any related work that may be relevant to the component project.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
   1. Urgency/desired completion date

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| --- |
| 1. Indicate the desired completion date and identify any urgency associated with the component project.   To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. Component project stakeholder impacts

|  |
| --- |
| Bring forward from the overall project proposal the stakeholders relevant to this component.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

1. Type here
2. **Internal**

| Stakeholder | Impact/Interest in the project |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

1. **External**

| Stakeholder | Impact/Interest in the project |
| --- | --- |
|  |  |
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1. Services required

|  |
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| Identify the services to be provided by the component project e.g either analysis of, or full delivery of whatever technical content is to be provided.  To delete this guidance text box right-mouse click within this box, select Delete Rows. |

1. Type here
2. Anticipated project cost

|  |
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| Extract from the project cost estimate or indicate the order of cost that the controlling project has allowed for the component project. Consider using the Basic Cost Estimating and Estimate and Financial Impact Analysis proformas on the OnQ site at tools> proformas.   1. Complete/amend/replace the following as necessary.   To delete this guidance text box right-mouse click within this box, select Delete Rows. |

1. Type here
2. The confidence level in this estimate is very low/low/medium/high/very high.

|  |  |
| --- | --- |
| Project Phase | Total ($) |
| 1. Concept |  |
| 1. Development |  |
| 1. Implementation |  |
| 1. Finalisation |  |
| 1. Sub Total |  |
|  |  |
| Contingency |  |
| Total Component Project Cost |  |
|  |  |
| Escalation Amount |  |
| Out-turn Cost |  |

1. Annexures

|  |
| --- |
| Annexures may include but not be limited to the following:  Approved Project Proposal  Internal Communications Plan (OnQ proforma)  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |

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| When the template is complete and the guidance boxes removed, update the table of contents by  right-clicking and selecting ‘Update Field’, then ‘Update entire table’.  To delete this guidance text box, right-mouse click within this box, select Delete Rows. |