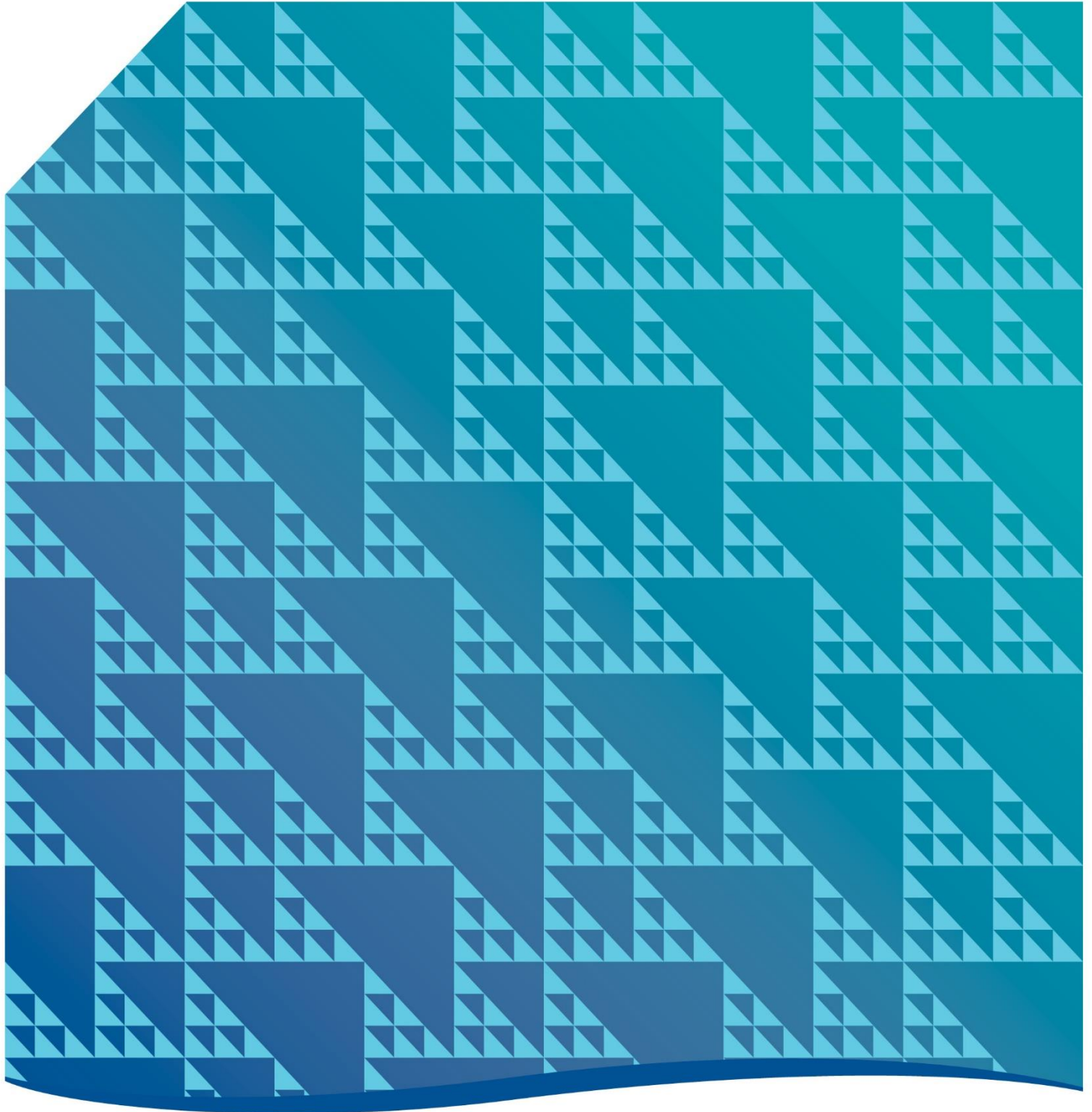


Professional Services
Specifications (PSS)

Last updated:
August 2020

PM2 – Project Management Plan



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Revision History

Version No.	Date	Description of changes
1.1	17 Aug 2020	Template updated and old references to superseded documents/entities updated

PM2.1 Scope

This Specification sets out the requirements for the Consultant's Project Management Plan. The Specification is part of the set of specifications comprising the Professional Services Specifications (PSS).

PM2.2 Objective

The objective of a Project Management Plan is to provide a systematic approach to planning, organising, managing and controlling all aspects of a project so that the project objectives are met.

PM2.3 References

The Project Management Plan shall incorporate the Risk Management Plan and any other relevant management plans required to be developed by the other specifications of the PSS, and the Construction and Maintenance Specifications. In particular, for field activities to be undertaken as Professional Services, it shall reference the relevant DSG specifications.

PM2.4 Definitions

Scope is the extent of the project – it includes assumptions, specified boundaries and other limitations, procedures and due dates, and the project objective.

Communication is the transfer of information between project staff and stakeholders.

Communications is the means by which the information is transferred.

Resource includes all personnel, equipment, funding, materials and information.

PM2.5 Elements of the Plan

PM2.5.1 General

The Project Management Plan shall, as a minimum, include the following elements addressing areas as appropriate to the Contract:

- scope management
- communications management
- risk management
- quality management
- time, cost and resource management
- traffic management
- environmental management

- occupational health and safety
- hold points and deliverables.

PM2.5.2 Scope Management

The Project Management Plan shall clearly define the scope of the Project by:

- listing / describing the project objective
- identifying constraints known to the Consultant
- naming and describing the key elements of the work to be performed, the deliverables required, processes which must be followed, limits of the work, available resources, available time frame, assumptions and exclusions
- identifying the likely effects of interrelated projects.

The nominated elements of the work should then be broken down by task definition. This should include a work breakdown structure based on phases and tasks including an outline of each task.

The scope management section of the plan should also include mechanisms to identify and report on change requests, amend the scope in consultation with the Client, and initiate change orders.

PM2.5.3 Communications Management

The Project Management Plan shall include a Communications Management Plan that provides for adequate and proper information flow to facilitate the Consultant's management of the project. It should identify meeting, reporting, public contact, recording, filing and control requirements.

Meeting requirements must address meetings with the Client, regulators, and other external stakeholders as well as internal meetings for coordination and reporting purposes.

Reporting requirements must provide for both standard reporting and exception reporting.

Requirements for interacting with the public and liaising with abutting property owners are documented in *Standard Specification Sec 177 Stakeholder and Community Engagement*. If public contact is required it must comply with DSG requirements.

The recording, filing and control requirements should be in accordance with the Consultant's Quality Management System. This should include responsibilities and authority for signature and limits of authority. The Communications Management Plan should include a communications network diagram to illustrate the information flow described in the plan.

PM2.5.4 Risk Management

The Project Management Plan shall incorporate the Risk Management Plan as described in *PSS PM3 Risk Management*.

PM2.5.5 Quality Management

The Consultant shall prepare and execute a Quality Management Plan for the project. This management plan shall comply with the Consultant's certified Quality Management System.

The Project Quality Management Plan shall include the following three elements:

- a quality plan
- quality assurance strategy
- quality control strategy.

The quality plan shall specify which processes, procedures and associated resources will be applied, by whom and at what stages, to meet the requirements of the project (Ref AS/NZS ISO 10005).

The quality assurance strategy shall include the planned actions necessary to provide reasonable confidence that the processes and deliverables will satisfy the quality requirements (Ref AS/NZS 9000)

The quality control strategy shall list the techniques and activities required to check that the quality requirements are being achieved (Ref AS/NZS 9000).

PM2.5.6 Time, Cost and Resource Management

The Consultant shall include in the Project Management Plan a Project Programme showing the estimated start and finish dates for each activity listed in the scope definition. These dates shall be based on estimated phase and task durations, which shall be established by the Consultant. The Consultant shall also include a monthly cash flow.

The Consultant shall use this programme to monitor variations from the estimated program and cash flow. The Consultant shall take appropriate action to adjust resources and strategy to ensure variations from program and budget are minimised and dates for deliverables are achieved.

PM2.5.7 Traffic Management

Traffic Management for the project work shall be in accordance with *Standard Specification Sec 167 Traffic Management*.

The Consultant shall determine the impact on traffic and road safety of the activities resulting from work undertaken as part of the Consultant's project. The Project Management Plan shall set out the measures necessary to address implications.

PM2.5.8 Environmental Impact

The Consultant shall consider the need for environmental assessments as part of the Project Management Plan. This shall include elements identified in *PSS T5 Environmental Investigations and Reporting*.

PM2.5.9 Occupational Health and Safety

The Consultant must have an Occupational Health and Safety (OHS) system in place. The OHS provisions shall be in accordance with:

- The *Tasmanian Workplace Health and Safety Act 1995* and its Regulations
- *AS4804 Occupational Health and Safety Management Systems*.

Operations at work sites shall be in accordance with the *Tasmanian Workplace Health and Safety Act 1995* and its Regulations. Operations shall also accord with *Standard Specification Sec 167 Traffic Management*.

PM2.5.10 Consultancy Hold Point and Deliverables

All the Hold Points relevant to the Project shall be identified in the Project Programme as part of the Project Management Plan.

The Consultant shall observe all Hold Points by seeking the Client’s release within five (5) business days of submission.

The Project Management Plan shall present a concise list of the deliverables required from the Project Brief.

PM2.6 Hold Points and Deliverables

Hold Points for this Specification are in *Table PM2.6.1 – Hold Points*.

PM2.6.1 Hold Points

Description of Hold Point	Nominated Work not to proceed
Acceptance of Project Management Plan	All work in the Project

Deliverables for this Specification are in *Table PM2.6.2 – Deliverables*.

PM2.6.2 Deliverables

Name	Timing	No of Copies in Format Shown		
		Hard Copies		Electronic Copies
		Bound	Unbound	
Project Management Plan	Within fourteen days of services commission	1	0	1



Department of State Growth

Salamanca Building Parliament Square

4 Salamanca Place

HOBART TAS 7001 Australia

Email: info@stategrowth.tas.gov.au

Web: www.transport.tas.gov.au