

Step 1: Define the project scope

Example 1

1.1 Project scope	
Staffing:	4 staff @ 30 hours each = 120 hours
Timeline:	16 weeks
Size:	1 learning resource – Element 1 'prepare for planning' from Training Package CPCPMS4001A – plan, size and lay out heating and cooling systems
Budget:	\$60,000.00 or \$500 per hour

Example 2

Project Name	<u>First Aid Training</u>
Project Manager	<u>Debbie Rogers</u>
Project Executive	<u>Amanda Keagan</u>
Date:	<u>May 2010</u>
Version:	<u>1.0</u>

Project Name	First Aid Training
Background	Training is being delivered to multiple organisations and require CD based materials.
Objectives	24/7 training available via CD
Key Stakeholders	Leap'nLearn Training AJM Learning Pty Ltd Project Team
Scope <small>List the extent or range of the Project, highlighting what activities will and wont be completed as a results of the constraints established</small>	Development of materials on CD to meet competencies – training packages, learning objects mapped
Project Deliverables	CD with content Learning objects plus training guides Meeting training package criteria
Assumptions	Support from stakeholders Content available Minimal editing required on final deliverable
Dependencies	Procure content ID creates content CDs created

Constraints	Cost Hardware Launch date
Risks	<ol style="list-style-type: none"> 1. Unable to obtain content 2. Duration of project reduced 3. Over budget 4. Over time 5. Staff turnover
Budget	\$15,000
Quality Criteria	Contents maps to training package material Learning design is engaging and user friendly CD uploads automatically
Expected completion date	September 2010

Submitted by

Name	Signature	Role	Date
Marion Reid		Project Team Manager	May 2010

Approval

Client or Project Executive

Name	Signature	Role	Date
Amanda Keagan		Project Executive	May 2010