Project Scoping Plan

1. Title of project,
Project to introduce Project Management Training

2. Background to the Project
With a large number of small improvement projects underway, particularly around the 18 week initiative, the need was identified by "X" for training and support materials.

3. Terms of Reference & Key Objectives

Overview
To develop and introduce project management training into the organisation for staff who manage smaller local projects as part of their wider responsibilities. Training to be cost effective and start early 2009.

Key Deliverables
- Two 2-day Project Management Workshops
- Project Manual downloadable for project managers to complete to plan a project
- e-learning support tool "How to Plan and Manage a Project"
- blended learning programme to help staff to plan and progress their projects

Objectives per key stakeholder

1. For the **Staff working on Projects.** To provide training and e-learning which is practical and relevant, and which builds skills and confidence in their ability to manage their projects and produce successful outcomes.

2. For **Those Sponsoring Projects** Training and materials which will help them to sponsor projects effectively, leading to greater clarity of project definition and support for the project managers when needed.

3. For **Senior Management & the Board.** To support them with a programme of training which will lead to an increase in the organisation's project management capability, and a consistent approach to its management of projects.

4. For the **IT Unit.** e-learning support tools which are robust, can be easily installed on the internet/intranet and which require minimal maintenance

5. For the **Human Resources Unit**; to ensure that it has project management training, which is leading edge, which fits with its other training, and which is seen to make a significant contribution to the organisation's effectiveness and capability.

4. Benefits & Costs Analysis

Key Benefits	Key Costs
• better execution of Projects • better sponsorship of projects • more consistent approach across the organisation.	• staff time being trained • costs of consultants £abcde • costs of training rooms £? • accommodation costs • time of IT staff

5. Risk Assessment - (High Likelihood - High Impact)

We see few if any major risks in this project. Main ones are
• delay because of unforeseen problems at the organisation.
• delegates being unable to attend due to clinical priorities
• delay because of IT policy arrangements

6. Resources likely to be needed

• Training consultants
• training accommodation
• HR project manager and administration support

7. Costs Estimates & Required Budget

• Training consultants as per contract - £ abcde
• accommodation hire costs for training sessions and meetings

8. Proposed Project Organisation

Project Manager	• "Y"
Project Sponsor	• "X"
Team members	• "Z" Consultants
Key Contributors	• HR Administration • IT support
Others	• Focus Groups during Stage 1 - initial survey • Ad hoc e-learning review and validation group during stage 2

9. Time Schedule													
Activities	Weeks/Months	April		May		June		July		August		September	
Stage 1 - Initial Scoping													
• discuss with sponsor, meet "focus groups" and those sponsoring projects													
• produce Project Plan and review progress with Sponsor				X									
• preliminary design of project manual, training manual, and e-learning tool.													
Stage 2 - Initial Delivery/ Dev't													
• delivery 2 day courses				X	X								
• finalise project manual, design blended learning programme, trial e-learning support tool													
• update Project Plan and review progress with Sponsor						X							
Stage 3 - Final Delivery													
• publish Project Manual													
• publish e-learning support tool													
• blended learning programme													
• contract completion													X