

Template Details  
**Template: HETT13**  
**Template Name**  
**Purpose:**

**Template version: 1**  
PROJECT IMPLEMENTATION PLAN  
To define the project and implementation



**Project Implementation Plan**

**Project No. HETPXXX**  
**Project Name: XXXX**

**Version:1**

**Project Objective: XXXXXX**

## Table of Contents

**Project No. HETPXXX**  
**Project Name: XXXX**

**Project Manager: XXX**

Note: This document should be read in conjunction with the XXXXXXXX

1. **Project Objectives** - *defines the overall project objectives*

## 2. **Project Background**

*Provide summary background to the project with key reference documents e.g. an approved business plan, or resolution or memorandum, which directs and authorizes the project, or background reference document, etc.*

## 3. **Scope of Work**

Work Break Down Structure - Components, Deliverables and Activities – *defines and numbers the work components to be undertaken within the project in terms of a Work Breakdown Structure (WBS). Provide a short but comprehensive description of each work component and each deliverable and key activities to achieve each deliverable.*

**1. Work Component 1** – name of the work component and short a description of the work component

**1.1. Deliverable 1** - name of the deliverable and a short a description

**1.1.1.** Activity 1 - name and description of each activity required to achieve the deliverable

**1.1.2.** Activity 2 - name and description of each activity required to achieve the deliverable

**1.1.3.** Activity 3 - name and description of each activity required to achieve the deliverable

**1.1.4. etc**

**1.2. Deliverable 2** - name of the deliverable and a short a description

**1.2.1.** Activity 1 - name and description of each activity required to achieve the deliverable

**1.2.2.** Activity 2 - name and description of each activity required to achieve the deliverable

**1.2.3.** Activity 3 - name and description of each activity required to achieve the deliverable

**1.2.4. etc**

**1.3. Deliverable 3** - name of the deliverable and a short a description

**1.3.1.** Activity 1 - name and description of each activity required to achieve the deliverable

**1.3.2.** Activity 2 - name and description of each activity required to achieve the deliverable

**1.3.3.** Activity 3 - name and description of each activity required to achieve the deliverable

**1.3.4. etc**

**2. Work Component 2** –name of the work component and short a description of the work component

**2.1. Deliverable 1** - name of the deliverable and a short a description

2.1.1. Activity 1 - name and description of each activity required to achieve the deliverable

2.1.2. Activity 2 - name and description of each activity required to achieve the deliverable

2.1.3. Activity 3 - name and description of each activity required to achieve the deliverable

2.1.4. etc

2.2. **Deliverable 2** - name of the deliverable and a short a description

2.2.1. Activity 1 - name and description of each activity required to achieve the deliverable

2.2.2. Activity 2 - name and description of each activity required to achieve the deliverable

2.2.3. Activity 3 - name and description of each activity required to achieve the deliverable

2.2.4. etc

2.3. **Deliverable 3** - name of the deliverable and a short a description

2.3.1. Activity 1 - name and description of each activity required to achieve the deliverable

2.3.2. Activity 2 - name and description of each activity required to achieve the deliverable

2.3.3. Activity 3 - name and description of each activity required to achieve the deliverable

2.3.4. etc

3. **Work Component 3** –

3.1. **Deliverable 1** - name of the deliverable and a short a description

3.1.1. Activity 1 - name and description of each activity required to achieve the deliverable

3.1.2. Activity 2 - name and description of each activity required to achieve the deliverable

3.1.3. Activity 3 - name and description of each activity required to achieve the deliverable

3.1.4. etc

3.2. **Deliverable 2** - name of the deliverable and a short a description

3.2.1. Activity 1 - name and description of each activity required to achieve the deliverable

3.2.2. Activity 2 - name and description of each activity required to achieve the deliverable

3.2.3. Activity 3 - name and description of each activity required to achieve the deliverable

3.2.4. etc

3.3. **Deliverable 3** - name of the deliverable and a short a description

3.3.1. Activity 1 - name and description of each activity required to achieve the deliverable

3.3.2. Activity 2 - name and description of each activity required to achieve the deliverable

3.3.3. Activity 3 - name and description of each activity required to achieve the deliverable

3.3.4. etc

4. **Project Boundaries** – *defines where the project starts and finishes and clarifies what is included and as importantly what is excluded from the project so that everyone is clear on what the project includes and what is excluded;*

5. **Integration & Dependencies** – describes how the project will be integrated with other projects and the interdependencies between the projects

6. **Project Constraints** – defines the constraints which the project will operate under in terms of resources and deadlines and environmental issues

The project will be limited by the following constraints:

7. **Project Assumptions** – these are the assumptions made, in order for the project to be successful and focuses on overcoming any constraints to the project

In order for the project to be a success the following assumptions have been made:

7.1. XXX

7.2. XXX

8. **Risk Management** – based upon the constraints and assumptions. Describe the key risks and mitigation measures to address each risk

**Table 1 Key Project Risks and Mitigation**

| Risk No | Risk | Risk Mitigation Measure |
|---------|------|-------------------------|
| 1       |      | a.<br>b.<br>c.          |
| 2.      |      | a.<br>b.<br>c.          |
| 3       |      | a.<br>b.<br>c.          |
|         |      |                         |
|         |      |                         |
|         |      |                         |
|         |      |                         |
|         |      |                         |
|         |      |                         |

9. **Project Organisation** – state the project team and service providers/vendors and their roles and responsibilities in table 1;

**Table 2 Project Team**

| Function | Name | Role & Responsibility |
|----------|------|-----------------------|
|          |      |                       |
|          |      |                       |
|          |      |                       |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**10. Project Timetable**— *table 3 sets down the deliverables and milestones to be achieved within the work breakdown structure and the target dates. Note use the same numbering system for the work components and deliverables ;*

**Table 3 Milestone Schedule**

| Work Component | Deliverables           | Duration (days) | Start Date | Finish Date |
|----------------|------------------------|-----------------|------------|-------------|
| 1.             | 1.1 Approved PEP       |                 |            | Month 1     |
|                | 1.2.Budget Transferred |                 |            | Month 2     |
|                | 1.3                    |                 |            | Month 3     |
|                | 1.4                    |                 |            | Month 2     |
|                | 1.5                    |                 |            | Month 8     |
| 2.             |                        |                 |            | Month 7     |
|                |                        |                 |            | Month 8     |
|                |                        |                 |            | Month 8     |
| 3.             |                        |                 |            | Month 7     |
|                |                        |                 |            | Month 8     |
|                |                        |                 |            | Month 8     |
| 4.             |                        |                 |            | Month 7     |
|                |                        |                 |            | Month 8     |
|                |                        |                 |            | Month 7     |
|                |                        |                 |            | Month 8     |
|                |                        |                 |            | Year 2      |
|                |                        |                 |            | Year 2      |

## 11. Project Control Budget

The Project Control Budget is set down in **Annexure 1**.

## 12. Acquisition and Procurement

Procurements which will be required to implement components of the project are set down below:

**Table 5 Procurement requirements**

| Work component/<br>Deliverable | Required Procurement | Procurement Process to be followed | Budget Estimate | Target Date for Contract Award |
|--------------------------------|----------------------|------------------------------------|-----------------|--------------------------------|
| 1.                             |                      |                                    |                 |                                |
| 2. to 5.                       |                      |                                    |                 |                                |
|                                |                      |                                    |                 |                                |
|                                |                      |                                    |                 |                                |
|                                |                      |                                    |                 |                                |
|                                |                      |                                    |                 |                                |
|                                |                      |                                    |                 |                                |
|                                |                      |                                    |                 |                                |

## 13. Approvals Requirements

The following key approvals are required.

**Table 6 Approvals Required**

| Deliverable | Approval Requirements | Approval by | Target date for approval |
|-------------|-----------------------|-------------|--------------------------|
| 1.1         |                       |             |                          |
| 1.3         |                       |             |                          |
| 2.1         |                       |             |                          |
| 3.1         |                       |             |                          |
| 4.1         |                       |             |                          |
| 5.1         |                       |             |                          |
| 6.1         |                       |             |                          |
| 6.1         |                       |             |                          |
| 7.1         |                       |             |                          |

## 14. Communication Plan

*The purpose of the Communication Plan is to promote integration, stakeholder inputs to improve the outcomes, awareness raising regarding the project and facilitate successful completion of the project.*

*Describe who needs to be communicated with and for what purpose and at what frequency*

## **15. Background Documents**

Background documents relevant to the project are set down



**Annexure 1 Project Control Budget**

*Insert or attach HETT13-1 or an appropriate budget format*

**Project Control Budget**

**Purpose:** To define the project funding & Work component budgets  
**Project No:** insert  
**Project Name:** insert project name  
**Prepared by:** insert  
**Revision date:** insert date

|          |                                |        |
|----------|--------------------------------|--------|
| <b>1</b> | <b>Funding Source</b>          | Amount |
|          |                                | R 1.00 |
|          |                                | R 2.00 |
|          |                                | R 3.00 |
|          | <b>Total Funding Confirmed</b> | R 6.00 |

|                                    |               |
|------------------------------------|---------------|
| <b>Total Project Budget</b>        | <b>R 7.00</b> |
| <b>Funding Short Fall (if any)</b> | <b>R 1.00</b> |

| No. | Work Component and Deliverable | Quantity 1 | Rate 1 | Unit 1 | Quantity 2 | Rate 2 | Unit 2 | Subtotal | Amount  |
|-----|--------------------------------|------------|--------|--------|------------|--------|--------|----------|---------|
|     |                                | 2          | R 2.00 |        | 2          | R 2.00 |        | R 16.00  | R 16.00 |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |
|     |                                |            |        |        |            |        |        | R -      | R -     |



