<Project Title>

Authorisation

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| --- | --- | --- |
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| --- | --- |
| Project Name: |  |
| Project Manager: |  |
| Project Sponsor: |  |

1. PROJECT SCOPE

<What are the deliverables of this project?>

5.1 Scope exclusions

<Explicitly state what is out-of-scope for detailed planning purposes.>

2. INTENDED OUTCOMES

<What are the benefits of delivering this project?>

3. STRATEGIC ALIGNMENT

<What are the stated strategic goals of the organisation that these outcomes align to?>

4. APPROVED SCHEDULE

|  |  |  |  |
| --- | --- | --- | --- |
| Planning commence: |  | Planning complete: |  |
| Delivery commence: |  | Delivery complete: |  |

4.1 Key milestones

<What are the key delivery milestones at which progress can be reliably assesed?>

5. APPROVED BUDGET

|  |  |
| --- | --- |
| Planning | $ |
| Capital expenditure (delivery) | $ |
| Operational expenditure (delivery) | $ |
| Contingency (20%) | $ |
| Total | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | In plan\* | $ |  | Out of plan | $ |

|  |  |  |
| --- | --- | --- |
| *\*funds already allocated in current budget* |  |  |

6. CRITICAL SUCCESS FACTORS

<List any critical assumptions, dependencies and/or risks that are likey to impact on project delivery.>

7. AUTHORISATION TO PROCEED TO DETAILED PLANNING

SIGNATURE Name & Title