**BSBPMG522: Undertake Project Work Task 1: Define Project & Develop Plan**

**Project Plan:**

**Work Breakdown Structure – Example**

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| --- | --- | --- | --- | --- |
| Level 1 – **Objectives – 4 off** | Level 2 – **Deliverables/Actions** | Level 3 - **Steps** | Milestone Date | Responsibility |
| Inform Agents of Legal & Ethical |  |  |  |  |
|  | Develop Policies/Procedures | Draft Policies & Procedures |  |  |
|  |  | Meet with Max Lionel to finalise |  |  |
|  |  | Produce hard copy & intranet |  |  |
|  |  |  |  |  |
|  | Develop Intranet | Meet with IT for specs |  |  |
|  |  | IT to develop web page |  |  |
|  |  | Seek approval & update |  |  |
|  |  |  |  |  |
|  | Develop & Deliver training | Draft training scope |  |  |
|  |  | Meet Max Lionel to finalise |  |  |
|  |  | Deliver training |  |  |

**Gantt Chart - Example**

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| Level 1 | Level 2 | Level 3 | Res | 12 – 18/9/16 | 19 – 25/9/16 | 26 – 2/10/16 | 3 – 9/10/16 |  |
| Inform Agents of Legal & Ethical Requirement | Dev/Del P&Ps | Draft P&Ps |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Meet Max & finalise |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hard copy/intranet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Dev/Del Intranet | Meet with IT |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IT to Develop |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Seek app & update |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Dev/Del Training | Draft Training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Meet Max Lionel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deliver training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |