

# Cognition Defining Project Responsibilities

TASKS/ACTIVITIES	PERSONNEL							

## Stakeholder Analysis

The purpose of stakeholder analysis is to inform the project manager and sponsor who should contribute to the project, where barriers might be, and the actions that need to be taken prior to detailed project planning.

<b>Stakeholder</b>	<b>Their interest or requirement from the project</b>	<b>What the project needs from them</b>	<b>Perceived attitudes and/or risks</b>	<b>Actions to take</b>



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## Risk Analysis

Score as follows, for Likelihood and Impact: High = 3, Medium = 2, Low = 1

<b>Nature of Risk or Uncertainty</b>	<b>Likelihood High/ Medium/ Low</b>	<b>Impact High/ Medium/ Low</b>	<b>Likelihood x Impact [Score]</b>	<b>Actions required and who will take responsibility to manage the risk</b>

<b>Project Plan</b>	
<b>Project Title:</b>	Put here a very brief title
<b>Sponsor:</b>	Insert actual sponsor name
<b>State below the link with the organization's agenda – the actual wording please.</b>	
Put here the actual words in the organisation's agenda – showing the link with this project	
<b>Project Background:</b>	The background to the project. Enough information to inform the reader.
<b>Business Case:</b>	An outline of what the benefits are in doing the project.
<b>Project Goal:</b>	The overarching goal for the project.
<b>Project Objectives:</b>	The specific objectives for the project. NOTE: the objectives can be one line or more detailed text.
<b>Project Deliverables:</b>	What you will be delivering at the end of the project. NOTE: these are the what you will have at the end of the project, e.g. a report, a building, improved service levels etc.
<b>This project will include:</b>	<b>This project will not include:</b>
This section defines the boundaries of the project.	Planning details should <u>not</u> be included at this stage.
<b>Success Criteria:</b>	How you will measure the success of the project. NOTE: the success criteria must be measurable.
<b>Constraints:</b>	Examples here can be specific (a skill which the project team must have) resources, or a legal deadline – NOTE: only include time and money if you can quantify them.
<b>Key Assumptions:</b>	The assumptions you are making in putting this document together.
<b>Project Manager:</b>	Who fulfils this role and <u>what they do</u> .

<b>Project Sponsor:</b>	Who fulfils this role and <u>what they do.</u>		
<b>Project Board/Steering Group Members:</b>	Who fulfils these roles and what they do. NOTE: may not be appropriate for <u>all</u> projects	<b>Project Team Members and their roles:</b>	
<b>Budget❶</b>			
<b>Resource Costs:</b>		<b>Other Costs:</b>	
<b>Total costs (attach a breakdown of the overall budget)</b>			
<ul style="list-style-type: none"> <li>Tax*– Some projects may have important tax issues. Have you spoken to accountancy to discuss these?</li> </ul>			
<b>Schedule: What tasks need to be done and what is the timeline?</b>			
You could insert or use a Gantt chart or just list the activities in sequence.			
<b>Communications Plan:</b>			
What kind of communications (meetings, status reports, etc), to which parties and at what intervals will be used to ensure all stayed informed?			
<b>Changes:</b>			
How will changes be communicated and approved? By whom and when?			
<b>Evaluation:</b>			
How will you measure success; that you met your objectives? Who will do it and how? What baseline data is needed to measure success?			
<b>Start Date:</b>		<b>Completion Date:</b>	
<b>Signature of Project Manager:</b>		<b>Date:</b>	
<b>Approval from Sponsor (if necessary)</b>		<b>Date:</b>	

❶ For your organisation, you will need to liaise with your Finance people in order to develop financial information that will inform project delivery. The data on this form in relation to finance needs to be fine tuned to your organisational and project management needs

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## Actual V Planned

Activity	Planned Time	Actual Time	Difference	Planned Cost	Actual Cost	Difference