# Work Brief

*Name of Initiative Here*

*This template will help you to identify the details of the change initiative, what work will be undertaken and how. This will help to guide your project, and keep you focused.*

*Use the sections below to identify the details. You can add or remove sections as you need them.*

|  |  |  |
| --- | --- | --- |
| **Purpose** | | |
| *Include here the purpose of the work that is to be undertaken, and what it is intended to achieve.* | | |
| **Desired Outcomes** | | |
| *Include here what the outcome of the project will be. How will you know when the project is completed and can be considered successful? These should be practical and measurable.* | | |
| **Scope of the Work** | | |
| *Include here details of what the work will cover, and what will not be covered (ie. what is ‘in scope’ and what is ‘out of scope’.*  *The out of scope items may be valid activities, but may be considered to be out of scope for a number of reasons (eg. budget or time limitations, complexity of the work, what the dept has resources to produce, what can reasonably be achieved, what will keep a project focused and achievable).*  *Where a project is complex, it can be divided into stages, with the scope being limited to distinct and achievable stages.* | | |
| **Sponsor, owners, leaders & representatives**  *Include here details of the people who are responsible for overseeing or delivering the change, with details of their role in the change.* | | |
| **Project Sponsor**  **Project Lead:** | *Name of the person who has the authority to approve and resource the project* | |
| **Project Steering Committee Chair:**  **Project Steering Committee Members:** | *Where a steering committee is to be established, name the Chair and members.* | |
| **Initiative Leaders:** | *Name of the person who will lead the group responsible for overseeing and directing the change* | |
| **Subject Matter Experts:** | *Name of people who have particular expertise in a subject area and will be consulted* | |
| **Other significant stakeholders:** | *Other Stakeholders who will be impacted by the change, or who should be consulted throughout the LEARN phase* | |
| **Initiative Support Requirements** | | |
| **Project Manager** - [name]  **Facilitation Support –** [name]  **Communications Support –** [name] | | **Change Support –** [name]  **Analyst Support** – [name] |

|  |
| --- |
| **Background** |
| *Include here background information about:*   * *The history of what has happened previously* * *Why this project is being undertaken* |

|  |
| --- |
| **Stakeholder Matrix**  *Include here the names of all the groups and individuals who will be impacted by the change or the project. This could include corps officers, department staff, Area Officers, Heads of Dept, Divisional teams etc. Think beyond just the immediate teams to all those who will be affected. Then add in details of how they are currently involved and how they might be impacted* |
| |  |  |  | | --- | --- | --- | | **Stakeholder Group** | **Names** | **Nature of the Stakeholding** | | eg. Corps Officers / Ministry Leaders |  | * Eg. responsible for local congregation * Eg. need to be surveyed to determine their needs * Eg. End user of the system to be developed | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

|  |
| --- |
| **Approach**  *Include here details of how the work will be approached.*  *What are the main activities in each of the LDIS stages, and how will they be undertaken*  *This will be further detailed by using the Approach template, where the full details of the engagement are added* |
| |  |  | | --- | --- | | Stage |  | | LEARN | eg. 3 Focus Groups will be conducted, one for each of the group levels   1. Leaders 2. Department who will operate in the new way 3. Frontline/users of the new way   eg. A series of interviews will be conducted (give details)  eg. Questions/areas that need to be covered or answered during the LEARN stage | | Design |  | | Implement |  | | Sustain |  | |

|  |
| --- |
| **Budget Considerations**  *Include here any budget considerations that are known. EG. has a budget been set for the change (project management, change management, consultants etc), what are the anticipated costs?* |
| |  |  | | --- | --- | | **Budget Area** | **Considerations** | |  |  | |  |  | |

|  |  |
| --- | --- |
| **Timeframes, Milestones & Deliverables / Outcomes** | |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Q1 2016** | | | **Q2 2016** | | | **Q3 2016** | | | **Q4 2016** | | | **Q1 2017** | | | **Q2 2017** | | | **Q3 2017** | | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **July** | |  | Milestone Date **(18/3)** |  | **1**  *Sample time frame* | Milestone with date **(30/6)**  **2** |  |  | **3**  *Sample time frame* |  | *Survey’s returned to NCLS*  *Sample Time frame* | **4** | Milestone with date **(30/12)** |  | **5**  Milestone with date  **(By 30 Mar)** |  |  | **6**  Milestone with date  **(By 30 June)** |  |  | | **Q1 2016** | | | **Q2 2016** | | | **Q3 2016** | | | **Q4 2016** | | | **Q1 2017** | | | **Q2 2017** | | |  | | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** |  | |  |

Table 1 - Communications Plan

*Include here details of the key messages that need to be communicated, to whom, and by when throughout the duration of the change*

|  |  |  |  |
| --- | --- | --- | --- |
| **Timeline Reference** | **Target Date** | **Key Messages** | **Audience for customized messages** |
| **1** | 15th April 2016 | **Impacted Staff**   1. Details of the project 2. Timeframe & activities 3. How this group will be affected and involved 4. What they need to do 5. Who to contact if you have any questions | 1. Corps Officers 2. Area Officers 3. Dept/Team |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |