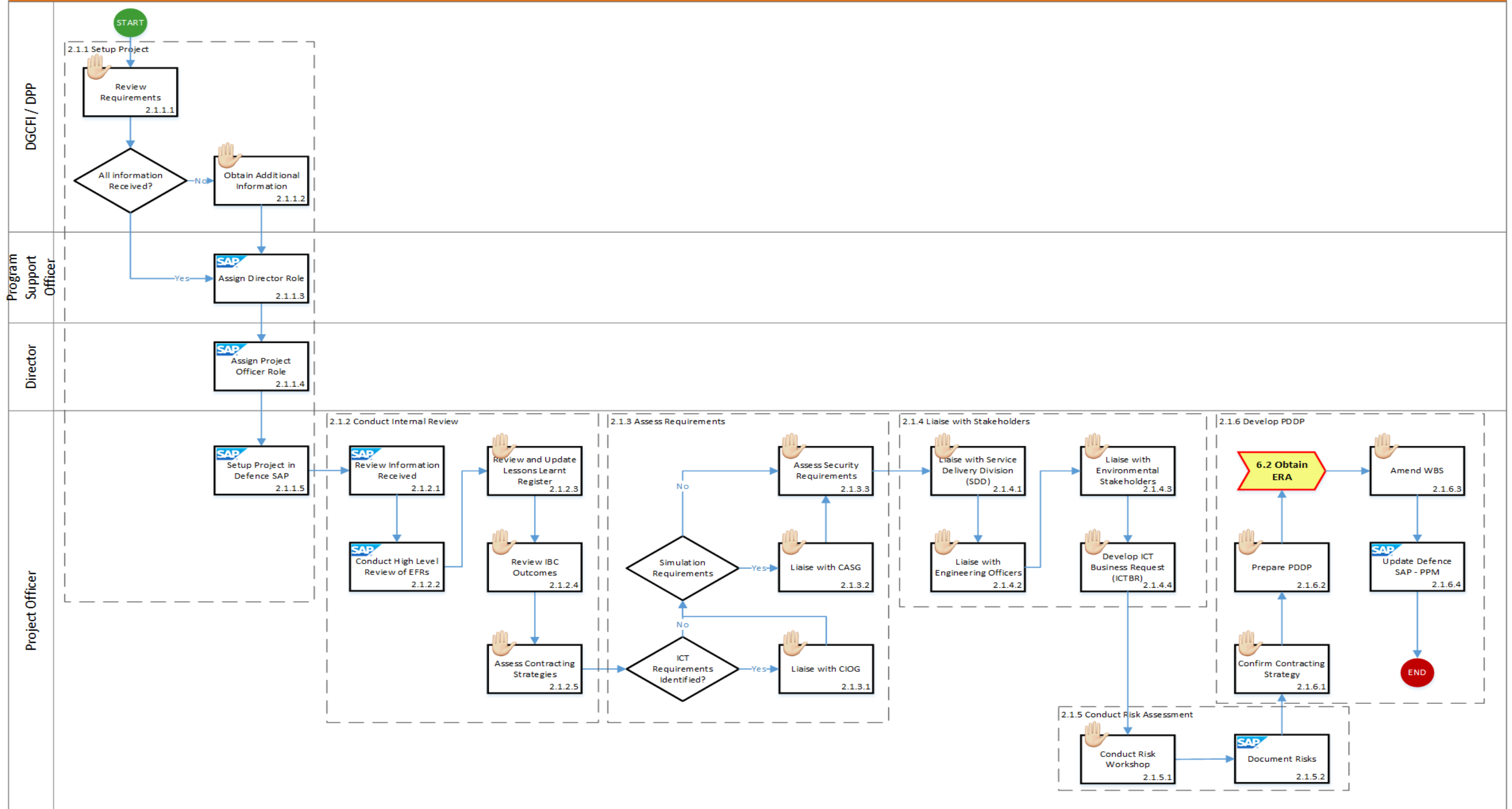


2.1 PLAN FOR DEVELOPMENT AND DELIVERY

The approved Initial Business Case (IBC) developed by Estate Planning progresses to Capital Facilities Infrastructure (CFI) Branch for further development of the Defence Infrastructure requirement. Key activities include developing a Project Development and Delivery Plan (PDDP) that outlines risks associated with the development and delivery of the project, the proposed contracting methodologies, and an Evaluation Plan for all procurement requirements in the project.

2.1 Plan for Development and Delivery



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2.1 Plan for Development and Delivery									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
		Start							
2.1.1	Setup Project	2.1.1.1	Review requirement, gate review outcomes & assign project team	Off System	<ul style="list-style-type: none"> Review relevant artefacts developed in the Plan Phase to determine the appropriate team to deliver the project. DPP staff will make sure the Estate Planning (EP) Project Officer has provided all required documentation as per the IBC Process. E.g. Signed EIR, IBC, and Funding. 	DG CFI / DPP		1 Hour	
		Decision	All Information Received?		<ul style="list-style-type: none"> 				
2.1.1	Setup Project	2.1.1.2	No – All Information Not Received Obtain Additional Information	Off System	<ul style="list-style-type: none"> Request additional information from Estate Planning Project Officer via DRN email. EP Project Officer adds additional information to objective folder. 	DG CFI / DPP		<1 Hour	
2.1.1	Setup Project	2.1.1.3	Assign Director Role	Defence SAP - PPM	<ul style="list-style-type: none"> Assign Director Role for the project. 	Program Support Officer	<ul style="list-style-type: none"> Minute 	<1 Hour	<ul style="list-style-type: none"> Project Management ILT – Activity 5.2 – Assigning a Resource to a Role Project Management ILT – Activity 4.1 – Creating Phases
2.1.1	Setup Project	2.1.1.4	Assign Project Officer Role	Defence SAP - PPM	<ul style="list-style-type: none"> Assign Project Officer for the project. 	Director		<1 Hour	<ul style="list-style-type: none"> Project Management ILT – Activity 5.2 – Assigning a Resource to a Role
2.1.1	Setup Project	2.1.1.5	Setup Project in Defence SAP	Defence SAP – PPM / Defence SAP - GRC	<ul style="list-style-type: none"> Assign remaining roles for the project (Project Director, DG CFI, and CFO Business Partner). Consult with Risk Master Data Maintainer to transfer risk from EP to CFI – refer Transfer Risk process in the Risk Management pages). 	Project Officer		2 Days	<ul style="list-style-type: none"> Project Management ILT – Activity 5.2 – Assigning a Resource to a Role Risk Management Process for GEMS (available on DEQMS Risk Management Pages)
2.1.2	Conduct Internal Review	2.1.2.1	Review Information Received	Defence SAP - PPM	<ul style="list-style-type: none"> Review project risks documented during Plan Phase. Review relevant project artefacts developed in the Plan Phase to support Project Risk Assessment. 	Project Officer		1 Day	<ul style="list-style-type: none"> DEQMS Estate Planning Documents Directory
2.1.2	Conduct Internal Review	2.1.2.2	Conduct High Level Review of Environmental Factor Records (EFRs)	Defence SAP - EFM	<ul style="list-style-type: none"> Review environmental factor records for the property including Contamination. 	Project Officer		1 Day	<ul style="list-style-type: none"> Environmental Factor Management – Reference Guide
2.1.2	Conduct Internal Review	2.1.2.3	Review and Update Lessons Learnt	Off System	<ul style="list-style-type: none"> CFI Project Officer reviews the Lessons Learnt Register. 	Project Officer		2 days	
2.1.2	Conduct Internal Review	2.1.2.4	Review Initial Business Case (IBC) outcomes	Defence SAP – PPM / Defence SAP - GRC	<ul style="list-style-type: none"> Identify the environment and heritage issues and risks to the project planning and delivery phases Identify the Indigenous Risks through Property Services Review the IBC Resource Plan developed through the IBC process to agree with the scope defined. 	Project Officer		5 Days	
2.1.2	Conduct Internal Review	2.1.2.5	Assess Contracting Strategies	Off System	<ul style="list-style-type: none"> Review risks of project and develop contracting strategy Include timeline for preferred contracting strategy for development/delivery as appropriate (include time required to complete Government Approval and Parliamentary Approval or PWC Notification requirements) 	Project Officer	<ul style="list-style-type: none"> Content for Draft PDDP 	3 Days	

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2.1 Plan for Development and Delivery									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
		Decision	ICT Requirements Identified?						
2.1.3	Assess Requirements	2.1.3.1	Yes - ICT Requirements Identified Liaise with CIOG	Off System	<ul style="list-style-type: none"> Consult with the CIOG/CFI Liaison Cell for guidance to: <ul style="list-style-type: none"> Raise a ICT Business Request for consultation with the ICT Regional Engagement Office (REO) Formally engage CIOG with a project mandate via a Customised ICT Request (CIR) Complete the CIOG Active ICT & AV Requirements Template 	Project Officer	<ul style="list-style-type: none"> Content for ICT Business Request (ICTBR) 		<ul style="list-style-type: none"> ICT Business Request (ICTBR) Form
		Decision	Simulation Requirements Identified?						
2.1.3	Assess Requirements	2.1.3.2	Yes - Simulation Requirements Identified Liaise with CASG	Off System	<ul style="list-style-type: none"> Assess simulation requirements using the Defence Simulation Manual assess specific simulation needs including Facilities Infrastructure and ICT Infrastructure considerations as part of your overall project assess. Liaise with appropriate CASG Project for Simulation Requirements. 	Project Officer	<ul style="list-style-type: none"> Content for ICT Business Request (ICTBR) 		<ul style="list-style-type: none"> ICT Business Request (ICTBR) Form Defence Simulation Manual Smart Buyer Detailed Design
2.1.3	Assess Requirements	2.1.3.3	Assess Security Requirements	Off System	<ul style="list-style-type: none"> Assess security requirements by conducting a desktop assessment of specific project security risks and requirements. Review applicable eDSM requirements. Contact local DSA Representative, if required. 	Project Officer			<ul style="list-style-type: none"> ICT Business Request (ICTBR) Form The electronic Defence Security Manual (eDSM) 2:30 Classification and Protection of Official Information 2:41 Security for Projects and Capability Planning 2:60 Physical Security 2.64 Classification, Categorisation and Protection of Assets Smart Buyer Detailed Design
2.1.4	Liaise with Stakeholders	2.1.4.1	Liaise with Service Delivery Division (SDD)	Off System	<ul style="list-style-type: none"> CFI Project Officer liaises with Estate and Facilities Services, Base Support and EMOS Project Support to develop a strategy for early engagement. Involvement is likely to include participation in Site Selection, Design Reviews, Operation & Maintenance Manuals reviews, CHOTO and Project DLP requirements. 	Project Officer	<ul style="list-style-type: none"> PDDP 		<ul style="list-style-type: none"> ICT Business Request (ICTBR) Form Smart Buyer Detailed Design
2.1.4	Liaise with Stakeholders	2.1.4.2	Liaise with Engineering Officers	Off System	<ul style="list-style-type: none"> Liaise with Director Estate Engineering Policy DEEP Liaise with Fuel Services Branch Liaise with Explosive Ordnance Branch Other Technical Agencies as required 	Project Officer	<ul style="list-style-type: none"> Content for ICT Business Request (ICTBR) 		<ul style="list-style-type: none"> ICT Business Request (ICTBR) Form Smart Buyer Detailed Design

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2.1 Plan for Development and Delivery									
Level 3 ID	Level 3 Sub Process	Level 4 ID	Level 4 Activity	System	Description	Responsible (Role)	Documents / Outputs	Indicative timeframe	Business Rule (or other relevant guidance documentation)
2.1.4	Liaise with Stakeholders	2.1.4.3	Liaise with Environmental Stakeholders	Off System	<ul style="list-style-type: none"> Liaise with Environmental Officers in Canberra and in the Region (if needed) to confirm Environmental Requirements. Liaise with Heritage Officers in Canberra to confirm Heritage Requirements. Apply Smart Infrastructure considering any significant Ecologically Sustainable Development ESD and Whole of Life WOL opportunities as part of the overall project assessment. Liaise with DEERMS as required. 	Project Officer	<ul style="list-style-type: none"> Content for ICT Business Request (ICTBR) 		<ul style="list-style-type: none"> ICT Business Request (ICTBR) Form Smart Infrastructure Manual Smart Buyer Detailed Design
2.1.4	Liaise with Stakeholders	2.1.4.4	Develop ICT Business Request (ICTBR)	Off System	<ul style="list-style-type: none"> Develop for ICT Business Request (ICTBR) using information provided through requirements assessment and stakeholder engagement. 	Project Officer	<ul style="list-style-type: none"> ICT Business Request (ICTBR) 		<ul style="list-style-type: none"> ICT Business Request (ICTBR) Form Smart Buyer Detailed Design
2.1.5	Conduct Risk Assessment	2.1.5.1	Conduct Risk Workshop	Off System	<ul style="list-style-type: none"> Hold Risk Workshop with relevant stakeholders. 	Project Officer			<ul style="list-style-type: none"> E&IG Risk Management Framework E&IG Risk Management Process Smart Buyer Detailed Design
2.1.5	Conduct Risk Assessment	2.1.5.2	Document Risks	Defence SAP – GRC	<ul style="list-style-type: none"> Enter all key budget, schedule, scope, and other risks that require visibility within the Branch into Defence SAP – GRC (this should include closing off open risks raised by EP and aggregating them into key budget, schedule, and scope risks). 	Project Officer			<ul style="list-style-type: none"> E&IG Risk Management Framework E&IG Risk Management Process Infrastructure Division Project Risk Management Process using GEMS Smart Buyer Detailed Design
2.1.6	Develop PDDP	2.1.6.1	Confirm Contracting Strategy	Off System	<ul style="list-style-type: none"> Confirm contracting strategy based on requirements assessment, stakeholder engagement, and risk assessment. 				
2.1.6	Develop PDDP	2.1.6.2	Prepare PDDP	Off System	<ul style="list-style-type: none"> CFI Project Officer commences development of the Project Development and Delivery Plan (PDDP) incorporating Evaluation Protocol. 	Project Officer	<ul style="list-style-type: none"> PDDP 	3 Days	<ul style="list-style-type: none"> PDDP Template
		Go to:	6.2 Obtain Executive Review and Approval						
2.1.6	Develop PDDP	2.1.6.3	Amend WBS	Off System	<ul style="list-style-type: none"> Send request to ID Finance to update level 2 and level 3 WBS as required for the Develop Phase. 	Project Officer			<ul style="list-style-type: none">
2.1.6	Develop PDDP	2.1.6.4	Update Defence SAP - PPM	Defence SAP – PPM	<ul style="list-style-type: none"> Add the Develop, Deliver, Transition, and Close Phases to the Project Definition Add/Create Checklists, Checklist Items and Tasks as required. Add forecast start and end dates for Develop Phase and Milestones for later Phases based on the PDDP. Release 'Develop' phase Ensure all relevant documents are archived and objective links are added to the "Plan for Development and Delivery" Checklist. Ensure all Checklist Items and Tasks in the "Plan for Development and Delivery" Checklist are up to date (including Forecast and Actual dates) and marked as complete. Change the status of the "Plan for Development and Delivery" Checklist to 'Complete'. 	Project Officer		1 Day	<ul style="list-style-type: none"> Project Management ILT – <i>Topic 4 – Managing Project Phases</i> Project Management ILT – <i>Topics 6 to 8</i> Project Management ILT – <i>Activity 10.1 – Creating Object Links</i> Project Management ILT – <i>Activity 7.2 – Completing a Task through the Project Detail Screen and the Tasks menu item</i>
		End:							

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