Project Plan Template

Name	
Job Role/Title	IT Project Manager
Workplace/Organisation	Bounce Fitness
State/Territory	

Project Title	
Provide the name of the project. The title should be descriptive and concise, clearly indicating the project's purpose and scope.	"BounceFit Tracker"
Project Objectives	**Assessor Instructions:** Students must list all three (3) objectives below:
List the specific objectives for the project. Objectives should be Specific,	

Measurable, Achievable, Relevant, and Time-bound (SMART).	1. **Enhance User Experience:** To develop a user-friendly mobile app that allows members to manage their fitness schedules, track their workouts, and communicate with trainers directly. 2. **Optimise Operational Efficiency:** To reduce administrative tasks at the front desk by 40% by automating class bookings and member queries through the app. 3. **Increase Member Engagement:** To achieve a member adoption rate of at least 75% within the first six months after launch.

Project Tasks (At least 4)	Actions to be taken	Resources Required	Person Responsible
Break down the requirements provided in the case study, in Assessment 2, into individual project tasks. **Assessor Instructions:** Students will need to break down the requirements provided in the case study in the Assessment 2 case study. Their breakdown of the tasks might be different but will need to correspond to the details provided in the case study in Assessment 2.	*Describe the actions that need to be taken for each task to be completed.* **Assessor Instructions:** Students will need to describe the actions to be taken for each task to be completed. Sample answers are provided below:	*Identify and explain the resources required for the project.* **Assessor Instructions:** Students will need to identify what resources will be required. They can include physical resources (such as tools and equipment) as well as human resources. Sample answers are provided below:	*List the person/s responsible for completing the task and acquiring the required resources.* **Assessor Instructions:** Students will need to explain who the responsible person/s will be to gather the resources and complete the Project task. Sample answers are provided below:

Sample answers are provided below:			
Design User Interface	Develop initial design mock-ups, conduct usability testing, and finalise UI design.	UI/UX designers, usability testing tools.	Lisa Williams (CMO), UI/UX Design Team.
Integrate with Existing Membership Systems	Map existing data structures, develop integration protocols, test integration thoroughly.	Database access, API development tools, IT support staff.	Michael Rodriguez (IT Manager), Natalie Martinez (Database Administrator).
Develop Fitness Tracking Features	Outline feature specifications, code development, perform unit testing.	Software developers, testing software, project management tools.	Mark Brown (IT Administrator), Software Development Team.
Develop Class Scheduling Features	Define scheduling requirements, develop scheduling algorithm, integrate with UI.	Software developers, feedback from front desk staff.	Sarah Thompson (Systems Administrator), Development Team.
Develop Direct Communication Features	Design communication module, implement secure	Communication technology specialists, security software.	Alex Thompson (Security Analyst), Communications Development Team.

	messaging protocols, user acceptance testing.		
Testing and Deployment	Conduct comprehensive system testing, collect feedback, make necessary adjustments, prepare deployment.	Test users, deployment tools, IT support team.	QA Team, IT Support Staff.

Project Timeline: Gantt Chart 2024

Compile the schedule of all the project tasks you identified in the previous table in the Gantt Chart and highlight with <mark>yellow</mark> the cells to show when each task will be completed.
Add as many rows as necessary.

Task	July	August	September	October	November	December	January	February	March	April	May	June
Design User Interface	🟨	🟨										
		🟨										

Task	1	2	3	4	5	6	7	8	9	10	11
Integrate with Existing Membership Systems	■										
Develop Fitness Tracking Features		■	■								
Develop Class Scheduling Features				■	■						
Develop Direct Communication Features						■	■				
								■			

Testing and Deployment										

Budget *Add as many rows as necessary*		
Category *[Software, Equipment, Human resources, for example, Quality Assurance Team or New Computers]* **Assessor Instructions:** This refers to the category of resource required. Students will identify different categories based on how they broke down their tasks. Sample answers are provided below:	**Estimated Cost** *[The cost must be displayed in AUD]* **Assessor Instructions:** This refers to the estimated cost for each category. Sample answers are provided below:	**Explanation** *[How did you estimate the cost, for example, time, type of software, number of people engaged, etc.]* *[Approximate word count 10 – 30 words]* **Assessor Instructions:** Students will need to explain how they estimated the cost. Sample answers are provided below:
Software Developers	$120,000	Cost for a team of developers over a 6-month period.

Total Estimated Budget: $

Risk Management Process
Access **ICTPMG411_03_ Risk Management Policies and Procedures** and list and explain the risk treatment measures used by Bounce Fitness.
[Approximate word count: 150 – 200 words]

The implementation of risk treatment measures involves the execution of selected risk treatment options to address identified risks effectively.
Below are the procedures for implementing risk treatment measures:
1. **Develop Risk Treatment Plans**
Based on the outcomes of risk analysis and evaluation, develop detailed risk treatment plans outlining the specific actions, controls and measures to be implemented to address identified risks.
2. **Assign Responsibility**
Assign responsibility for implementing risk treatment measures to relevant individuals or departments within the organisation. Clearly define roles and responsibilities to ensure accountability and effective execution of risk treatment plans.
3. **Allocate Resources**
Allocate necessary resources, including budget, personnel and technology, to support the implementation of risk treatment measures. Ensure that resources are sufficient to effectively mitigate identified risks within established timelines.
4. **Monitor Implementation**
Monitor the progress of risk treatment activities to ensure they are being implemented according to plan. Regularly assess the effectiveness of implemented controls and measures in mitigating identified risks and adjust strategies as needed.

Approved by: *[Insert the name of the sponsor]*	Emma Johnson
Signature:	
Date:	