

(Insert company name)

Infrastructure Delivery Plan

Note: This template has been developed as a guide for developing an infrastructure delivery plan. Further assistance can be provided by the Special Purpose Vehicle Unit, within the Department of Infrastructure and Planning.

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1 Purpose

Outline the purpose of the infrastructure delivery plan.

1.1 Scope

Outline the scope of the infrastructure delivery plan. This may include accountabilities and protocols for reviewing and changing the infrastructure delivery plan.

1.2 Objectives

Develop a set of objectives.

2 Project History

Provide the background to the project. This should include the service delivery need, business case recommendations, key drivers, funding, project sponsors and key decisions. Include project development timelines/milestones.

2.1 State ownership

Provide information on the State's role and how this needs to be accounted for in the delivery of the infrastructure project.

2.2 Strategic objectives

Document the strategic objectives of the project at the highest level. The table below is a guide.

Stakeholder	Key Strategic Objectives
State Government	
Department of Infrastructure and Planning	

2.3 Key documents

Reference key decision-making documents. These include Cabinet and Budget Review Committee submissions, Environmental Impact Statements and contracts.

2.4 Project funding

Include details of the project's funding. This includes documents such as the funding deed, the shareholder agreement and other contractual arrangements. Information sheets for the funding deed and shareholder agreement are provided in 1_2_IS Funding Deed and 1_3_IS Shareholder Agreement respectively.

3 Project governance

3.1 Accountability structures

Provide information on the roles and accountability structures governing the delivery of the project. Include information on the project owner, project Board and project Director. This information should acknowledge that project and organisational governance are separate.

3.2 Project delivery policies and procedures

Provide an overview of the management plans and key policies and procedures including those for scope management, milestone management, deliverables management, project risk management, cost management and reporting.

3.3 Issues management

Outline the principles of issues management for this project, including how they will be recorded and resolved.

3.4 Dispute resolution

Outline the principles of dispute resolution for this project, including how disputes will be recorded and resolved.

3.5 Review and audit

Provide an overview of the internal and external project audit scope as well as the frequency and purpose of reviews.

3.6 Continuous improvement

Describe the environment and process for encouraging, capturing, assessing and implementing improvements during the delivery of the project.

4 Project management

This will reflect the methodology adopted by alliances or joint venture partners.

4.1 Insurance

4.2 Communications

4.3 Reporting

4.4 Stakeholder management and communication

4.5 Procurement

4.6 Asset management and disposal

4.7 Quality Audit Systems

5 Asset Operations

5.1 Operations management plan

5.2 Environment management plan

5.3 Asset management plan