

ANNEXURE F:
PROJECT APPROACH DOCUMENT

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1. PROJECT DEFINITION

Explain what a project needs to achieve. This section should include:

- *Background*
- *Project Objectives and desired outcomes*
- *Project Scope and exclusions*
- *Constraints and assumptions*
- *The users and other interested parties*
- *Interfaces*

2. PROJECT APPROACH

Define the choice of solution that will be used to in the project to deliver the business options selected from the business case, taking into consideration the operational environment into which the solution must fit.

NB: Sasria prefers a hybrid approach (A combination of methodologies can be used but Prince 2 is a preferred methodology)

3. PROJECT MANAGEMENT TEAM STRUCTURE

Provide a chart showing who will be involved with the project.

4. ROLE DESCRIPTIONS

Provide role descriptions for the project management team and those that the client must provide

5. QUALITY MANAGEMENT STRATEGY

Describe the quality techniques and standards to be applied, and the responsibilities for achieving the required quality levels.

6. CONFIGURATION MANAGEMENT STRATEGY

Describe how and by whom the project's products will be controlled and protected.

7. COMMUNICATION MANAGEMENT STRATEGY

Define the parties interested in the project and the means and the frequency of communication between them on the project.

8. RISK MANAGEMENT STRATEGY

Describe the specific risk management techniques and standards to be applied, and the responsibilities for achieving an effective risk management procedure.

9. PRODUCTION SUPPORT STRATEGY

Describe how production support will be provided including the continuous improvement plan and productivity factors

10.MASTER SERVICE AGREEMENT (MSA)

Describe your standard contractual clauses

11.PROJECT PLAN

Describe how and when the project's objectives are to be achieved, by showing the major products, activities and resources required on the project. (Project Schedule, WBS, Phases etc.)