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| Natural Hazards Technology Program |  |
| Project Charter |  |
| Month 2024 | www.chiefscientist.nsw.gov.au/naturalhazards-technology-program  |



# About the Project

## Program objectives

The Natural Hazards Technology Program aims to accelerate technology innovation and adoption to better prepare for and respond to natural hazards by trialling field-ready technology with end-user NSW government agencies (‘NSW agencies’).

The Program objectives are to:

* find technology solutions to challenges faced by NSW agencies in the management of natural hazards.
* support innovative NSW businesses field-test their technologies with NSW agencies to:
* refine and improve their product for market.
* build relationships with NSW agencies to increase opportunities for future collaborations.
* build and improve NSW agency awareness of innovation possibilities in natural hazards management and operations through exposure to new technology.

The Office of the NSW Chief Scientist & Engineer (the ‘OCSE’) within the Department of Enterprise, Investment and Trade (DEIT) administers the Program, while the Funding Agreement is between DEIT and the successful applicant.

## About the Project Charter

A project charter provides the foundation for the successful delivery of the technology trial, by providing a shared understanding between the project partners; the OCSE, the partnering NSW government agency and the company (grantee).

The project charter clearly defines the purpose, scope, goals and expected outcomes of the trial, and serves as a guiding document to align the project partners and ensure they are all working towards a common goal.

It also helps in outlining the resources, timelines, and constraints associated with the trial. It sets the boundaries and expectations, facilitating effective planning and resource allocation. By defining roles and responsibilities, the charter enhances accountability, ensuring that all project partners understand their contributions to the trial's success.

The project charter also acts as a communication tool, conveying the trial's purpose and significance to stakeholders. Transparent communication helps in gaining support and buy-in from key decision-makers, sponsors, and other relevant parties. It also aids in managing expectations and mitigating potential challenges that may arise during the trial.

This Project Charter supports projects funded under the NSW Government’s Natural Hazard Technology Program. It is a shared and live document between the company, the partnering NSW government agency and the OCSE.

Blue Text is designed to provide guidance about the context and scope of this document and should be deleted before completion. The format and content of this template should be considered the minimum required information, if your organisation has a more detailed template or content, please talk to your OCSE contact about using this template.

## Project overview

### Challenge

### Proposed solution

#### Project name

#### Project description

#### Deliverables

List the top 5 deliverables and project outputs.

1. X
2. X
3. X
4. X
5. X

## Project participants and responsibilities

Setting out the roles and responsibilities is essential to ensure accountability and set the trial up for success. Table 1 should be completed by all parties indicating the key contacts and responsibilities in conducting the trial.

##### Table 1: Project contacts and responsibilities

|  |  |
| --- | --- |
| Organisation | Responsibilities |
| *Add company name here* |  |
| *Add name, role, email and phone number of key contact* |  |
| *If required - Add name, role, email and phone number of additional contact* |  |
| *If required - Add name, role, email and phone number of additional contact* |  |
| *Add Lead Agency name here* |  |
| *Add name, role, email and phone number of key contact* |  |
| *If required - Add name, role, email and phone number of additional contact* |  |
| *If required – Add supporting agency* |  |
| *Add name, role, email and phone number of key contact* |  |
| *OCSE* |  |
| *Add name, role, email and phone number of key contact* | * administering the grant
* acting as the Secretariat during this program,
* providing support to applicants and participating NSW agencies to enable best possible program outcomes, and
* applying the evaluation methodology and criteria.
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# Project Overview

## Project Plan

High level overview of how the project will be delivered with the agencies and companies.

## Project benefits and outcomes

##### Table 2: Project Benefits and Outcomes – Qualitative and Quantitative

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| --- | --- |
| Benefit Description | Measurement/Key Performance Indicator |
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## Project timelines and milestones

Project timelines and milestones play an important role in the success of any project by providing a structured roadmap and clear objectives to guide teams through the various stages of project development.

* **Timelines** establish realistic deadlines for tasks, ensuring that project activities are executed in a systematic and efficient manner. They not only facilitate effective time management but also enable teams to anticipate potential bottlenecks and allocate resources.
* **Milestones** serve as significant markers, indicating key achievements and progress points throughout the project's lifecycle. This not only allows for better tracking of project but also enables stakeholders to assess whether the project is on schedule and within budget.

This section of the Project Charter sets out the project timelines and milestones to improve the coordination, transparency, and accountability, fostering a greater likelihood of project success.

This section should be completed by **both the company and agency** and can be updated as required. Once complete Table 3 is considered the “activity plan” referred to in the contract between OCSE and the company.

##### Table 3: Proposed Project Timeline and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Milestones | Actions / Deliverables  | Responsibility  | Timeframes |
| Commencement | * Initial agency, company and OCSE workshop (s) to:
	+ Discuss proposed trial.
	+ Understand requirements and logistics.
	+ Agree to critical milestones and commitments.
	+ Completion of project charter and agreement between all parties
 |  | July -August 2024 |
| Design  |  |  |  |
| Delivery  |  |  |  |
| Completion |  |  |  |
| Evaluation  | * Debriefs and presentations.
* Final report
 |  | August 2025 |
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## Assumptions, constraints and dependencies

Considering assumptions, constraints, and dependencies in a project charter is essential for comprehensive project planning and successful execution. Assumptions are crucial because they highlight conditions or factors expected to be true but are not guaranteed, helping manage risks and uncertainties. Constraints set boundaries on the project, such as budget, time, or resources, providing a realistic framework. Dependencies identify interrelationships between project tasks, ensuring that they are sequenced appropriately. Integrating these elements into the project charter enhances clarity, risk management, and decision-making. It enables the team and stakeholders to have a shared understanding of potential challenges and influences the development of strategies to address them proactively.

List any assumptions, constraints or dependencies that relate the delivery of the project below.

## Project Risk register

A risk register is essential within a project charter to systematically identify, assess, and manage potential risks that could impact the project's success. By including a risk register, the project charter acknowledges the uncertainties inherent in any project and provides a structured framework for risk management. This document not only lists potential risks but also details their likelihood, potential impact, and proposed mitigation strategies. Integrating a risk register into the project charter fosters proactive risk management, ensuring that the team is prepared to address challenges as they arise. It enhances overall project resilience, supporting effective decision-making and reducing the likelihood of negative impacts on project outcomes.

Table 4 represents the known the known project and activity risks and ways to mitigate these risks. This risk register is used to guide the project, more comprehensive risk assessments and briefings will be required to fulfill WHS requirements for activities undertaken in workplaces as per the organisations policies and procedures.

##### Table 4 : Risk register

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| --- | --- | --- | --- |
| Risk description | Risk rating | Risk owner | Mitigation/Management |
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| **Risk rating guide** |
| Low | Medium | High | Extreme |
| very low to no risk | effects are felt but not critical to achieving milestones | serious impact / delay on achieving milestones | could result in failure to achieve the project in the allocated time/ budget  |

# Workshops

This section provides schedules, template agendas and minutes for meetings between the stakeholders. These should be copied as required and kept as part of the Project Charter to record outcomes and actions, as well as any changes to the project plan as agreed by all parties.

Regular project workshops and meetings are essential for effective communication, collaboration, and progress tracking. They provide a platform for team members to discuss updates, address challenges, and ensure everyone is aligned with project goals.

Regular meetings and workshops contribute to streamlined project management, enhancing overall efficiency and success.

Initial and progress workshops are proposed on the following dates / locations:

* *Workshop 1, 30/07/24 – Sydney*

Regular project meetings will be held as per the schedule below:

* Project update, Monthly – Online
* Outcomes demonstration, quarterly – Online

## Meeting Records

Keeping minutes is equally crucial, documenting key decisions, action items, and discussions. These minutes serve as a valuable reference, aiding in accountability, preventing misunderstandings, and providing a historical record of the project's evolution. Additionally, they offer transparency for stakeholders who may not be present at every meeting, fostering a cohesive and informed team environment.

Suggested meeting templates including agenda, minutes and actions are included below. A record of all meetings and actions will be maintained by OCSE and shared with those participating in the trial.

### Meeting Agenda Template

|  |  |
| --- | --- |
| **Meeting:** [Meeting title] | **Date:** [Meeting date] |
| **Location:** [Meeting location] | **Time:** [Meeting time] |
| **Chairperson:** | Name | Title | Organisation |
| **Attendees:** | Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation |
| **Item no.** | **Item** |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
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### Meeting Minutes Template

|  |  |
| --- | --- |
| **Meeting:** [Meeting title] | **Date:** [Meeting date] |
| **Location:** [Meeting location] | **Time:** [Meeting time] |
| **Chairperson:** | Name | Title | Organisation |
| **Attendees:** | Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation Name | Title | Organisation |
| Action Register |
| Number | Action Item  | Agency/Owner | Due Date |
| **2101-1** | *Note: Action items can be numbered according to the meeting so that you can refer back to them easily*  |  | *This is the date the action item is to be completed.*  |
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# Reporting and evaluation

Ongoing reporting and evaluation are important step of the project allowing for communication of progress and refinement of the project to achieve its outcomes. Defining how the project outcomes will be reported and communicated between the agencies, OCSE and the companies is important step.

The following reports and formal project documents and due dates are:

* Project charter – 30/07/24
* Monthly Project update – Monthly
* Final Report – August 2025
* Any others required.

The program and project will undergo a formal evaluation at the completion of the project in collaboration with all parties.

Evaluating the success of the project is important step, the agency OCSE and company should develop some evaluation questions, indicators or outcomes that can used to evaluate the success of the project. These should be “SMART” wherever possible and connect to objectives of the program and any project deliverables or milestones.

The following criteria have been developed to evaluate the effectiveness of the technology and it use to address the challenge statement:

* Show the use of the technology at an active fire.