**Company Name**

Write Company Address Here

City, State, Zip Code

Phone, Fax

Email: [www.reportss.org](http://www.reportss.org)

Website: www.abc.com

Production Report

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2011/12

Project Name

**DATE:**

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*Make a list of all sections of proposal along with applicable page numbers. Cover this section on one page.*

**Table of Contents**

**Production Details**

**Summary**

*Provide a brief executive summary of your project proposal here in this section including background, current situation, objectives, time scales and expected benefits. Provide a brief executive summary of your project proposal here in this section including background, current situation, objectives, time scales and expected benefits. Provide a brief executive summary of your project proposal here in this section including background, current situation, objectives, time scales and expected benefits.*

*Provide a brief executive summary of your project proposal here in this section including background, current situation, objectives, time scales and expected benefits. Provide a brief executive summary of your project proposal here in this section including background, current situation, objectives, time scales and expected benefits.*

**Business Objectives**

*Please identify main objectives of your project in this section by giving a concrete statement describing your project and what you want to achieve with this project. You have to show here that your project is SMART that is* ***S****pecific, Measureable,* ***A****ttainable,* ***R****ealistic and* ***T****ime bound. Please identify main objectives of your project in this section by giving a concrete statement describing your project and what you want to achieve with this project. You have to show here that your project is SMART that is* ***S****pecific, Measureable,* ***A****ttainable,* ***R****ealistic and* ***T****ime bound.*

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| **Objective No** | **Objective Description** |
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**Deliverables and Limits**

*The deliverables are the changes that the project has to make in order to achieve the business objectives. Typically these will be system implementation or change to achieve the business process changes described in objectives. In many projects misunderstandings often arise because there are limits to the scope of the project that have not been clearly stated e.g. the system will only be available to a certain group of users, the deliverable is only intended to capture a proportion of the transactions, the system will only be delivered on University supported browsers. Typical deliverables for IT projects are listed below.*

* *New IT Service*
* *New MyEd channel*
* *New Software system*
* *Suite of Reports*
* Implementation service
* Infrastructure Upgrade
* Business Process Change

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| **Deliverable No** | **Deliverable Description** |
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**Timing**

*If the project has a time dependency such that if it is delivered later than the required date then the benefit will not be realized or would be deferred by a long period. This kind of dependency is called a ‘hard milestone’. Usually these milestones will be based on the University’s business cycle. But can also be driven by product cycles. Please give the hard milestones and the reason for the dependency, e.g. Deliverable X must be completed by September 2007 in time for start of academic year 2007/8, or Deliverable Y must be completed by April 2007 to comply with legislative changes If there are no hard milestones please put ‘None’ in this section.*

**Risks**

*Please identify the main risks associated with this project. A risk is the possibility that something can go wrong and interfere with the completion of the project. Assumptions, constraints and dependencies are other factors that can affect a project. It is best to describe these other factors as risks. E.g. a project may depend on project X being completed. The risk to this project is that project X may not be done.*

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| --- | --- |
| **Risk** | **Description** |
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**Project Benefits and Costs**

*This section details the estimated benefits and costs over a 5-year period on the basis of the information currently available and. This section should be completed where benefits are expected. It must be completed where additional Funding and/or Resources is required. And this is the imbedded detailed costing worksheet which must be completed in collaboration with MIS.*

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| **Benefits** | **Description** |
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