

Appendix 5: Where To Get Additional Help

There are many sources on the topic of project management and many organisations that provide specialist project management skills and methodologies. In addition to these resources, within your Agency/organisation there may be guidelines and standards that should be consulted.

The core document supporting the Tasmanian Government Project Management Framework is the *Tasmanian Government Project Management Guidelines* (this document). Listed below are other resources and tools that have been developed to support these Guidelines.

Project Management Website

Project Services, Inter Agency Policy and Projects Unit has developed a website to provide access to a set of tools and information that have been developed to assist project participants in Tasmanian Government projects.

The website provides access to information to enable all project participants to understand:

- The skills and knowledge they need for a project
- How to obtain the skills and knowledge required
- Their roles and responsibilities
- The fundamentals of the Tasmanian Government Project Management Framework
- Where to get further help through access to proforma documents (templates), examples of completed project documents from other projects (examples) and obtain information and contact details for other Tasmanian Government projects

Project Management Templates

There are a number of project management Templates that support the Project Management Framework outlined in these Guidelines. The number of available templates will increase as more templates are developed, and existing templates will be reviewed and updated on a regular basis.

Access to the Templates is available on this website.

Project Management Knowledge Base

Over the past few years, a collection of related project management information, articles and Tasmanian Government examples have been collected. This information has been catalogued in a Project Management Knowledge Base. The volume of available information and examples will increase over time, and existing information will be reviewed and updated/replaced on a regular basis.

Access to the Knowledge Base is available on this website.

Tools

Access to the following tools is available on this website:

- Proformas
 - o Issues Register
 - o Risk Register
 - o Status Report
 - o Steering Committee Agenda
 - o Steering Committee Terms of Reference
- Project Sizing Calculator - a tool to assist the Project Sponsor and/or Project Manager to determine the appropriate sizing for their project
- ListServer - information and subscription to the Project Management opt-in email subscription service
- Project Management Forums - current scheduled Forums on various Project Management topics
- Roles and Resources - this section's aim is to provide a self-directed learning tool, which brings together information that will assist project participants to identify their own project management needs in relation to the knowledge, skills and competencies required for their project role(s), and to select learning strategies to meet those needs

Publications

Available on this website:

- Fact Sheets
- Frequently Asked Questions
- Resource Kits
- Project Management Booklet - A Quick Guide
- Getting Started Brochure
- Presentations
- Project Newsletters

Other Resources, Information and Tools, (including Fun Things To Do, Links to Tasmanian State Government Agencies, other significant Government websites and Project Management websites of interest) are available on this website.

Department of Premier and Cabinet Library

The Department of Premier and Cabinet's library holds other resources that may be of use to those involved in projects. In particular, access to the Gartner Group reports. These are available to personnel in most Tasmanian State Government Agencies.

Search the Library catalogue

www.dpac.tas.gov.au/divisions/corpservices/library/library_search.html or contact the library at library@dpac.tas.gov.au.

References

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- *TenStep Project Management Process*
www.tenstep.com/open/0.0.0TenStepHomepage.htm (accessed 10 Feb 2005)
- Thomsett, Rob (1993) *Third Wave Project: a Handbook for Managing the Complex Information Systems for the 1990s*. Englewood Cliffs, N.J.: Prentice-Hall
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Contact Information

General information, support and advice can be obtained by contacting Project Services,

Inter Agency Policy and Projects Unit, Department of Premier and Cabinet - email (PMInfo@dpac.tas.gov.au).