Initial Project Plan

(During Online Phase)

Background *(1/4 page)*

Describe the functions and responsibilities of your organisation related to mine water and mine waste management. In what initiatives or processes related to improving sustainability and good governance of the mining sector is your organisation involved already, and in which ways?

Problem *(1/2 page)*

What specific problem does your project seek to address?
Describe how the problem is relevant to your organisations' mandates and functions related to mine water and mine waste management?
What do you want to correct or change in how your organisation currently addresses this problem? Explain the importance of addressing the problem (what are the consequences if left unaddressed, in terms of X, X, X)?

Goal of your change project *(1/2 page)*

- Describe the goal of your project. What do you wish that the project has achieved by the end of this ITP? (What part of the problem will have been resolved, and what are the changes that will have been achieved?). What tangible results do you expect?

- How will the project contribute to your organisations' capacities to fulfil their mandates, roles or functions related to mine water and mine waste management? What tangible changes in your organisation's ways of working or priorities do you expect?

- To reach your project goal, what changes need to be in place, and what accomplishments along the way need to have happened, by five months from now (in time for your halfway report)?

Stakeholders *(Brief)*

Describe who will be affected by your proposed project. For example, who will need to make changes to how they work or apply certain methods, because of (or engagement in) your project?
Who will have gained new capacities because of your project?
Who will need to be informed about your project? Consider individuals, communities, organisations and be specific.

Support and approval *(1/2 page)*

What are the expectations on your change project by your organisation's senior management and key colleagues?

What kind of support from your organisations do you need to move forward with implementing the project? (e.g., human resources, work time, access to colleagues with technical competencies, formal approval, financial, equipment, management's prioritisation to address the problem your project seeks to address, etc).

What are the expectations on your change project by stakeholders external to your organisation?
What kind of support or approval from those stakeholders do you need to move forward with implementing the project? (e.g., acceptance to prioritise the problem/your project, approvals/permits to commence activities, coordination with other organisations' priorities/working methods/approaches, human/technical competencies, etc.).

Project summary *(1 page)*

- Specify what key governance principles/considerations of mine water and mine waste management will be integrated into your project. How will new or improved methods/approaches to mine waste and water waste management be promoted?

- Describe, in just a couple of paragraphs or a simple table what your project comprises of: What main activities will be carried out, when and by whom? Include activities/actions needed for securing support and approval by your organisation and external stakeholders.

- Comment on how your project activities will be carried out in a transparent and inclusive manner. How will you communicate internally and externally about your project and its progress of implementation?

First actions *(1 paragraph)*

What will be the first 2-4 actions that you and your team will take, within the next month? Who will be responsible for what actions? What do you expect to be the results of these first actions?

Monitoring project progress and team accountability *(1-1,5 pages)*

When monitoring your project progress, you wish to not only track what activities you are carrying out, but also the observable results of these. You also want to monitor the process of developing your project, e.g., defining contents, communicating it to gain support within your organisation, and any changes you make to the project plan as opportunities or challenges arise.
Questions to consider:

- How will you track and document what you do (key activities, and "process" activities)?

- How will you track and document results of your activities?

- How will you know that you are progressing towards your project goal, for example:
  1. What would be indications that your organisation, and leadership, support your project, or the overall problem that you wish to address?
  2. What would be indications that your organisation integrates your project or the results of your project into its ways of working (e.g., in routines, methods, forms of collaboration, etc).
  3. What would be indications that you are achieving the support and approval of other stakeholders to move forward with the project?