

How to use this resource

Attached is a **scoping deck template** that you can adapt to your taskforce.

A scoping deck is an effective tool for articulating the scope of the taskforce ahead of a terms of reference being drafted and work commencing.

It can be used to get decision makers and key stakeholders on the same page ahead of formal sign-off through the terms of reference.

The scoping deck will also shape and capture early thinking on:

- defining the problem the taskforce will be addressing
- governance
- staffing and resource needs
- deliverables
- a high-level timeline that shows when deliverables will be provided, when governance meetings will occur, and when stakeholders will be engaged.

Ageing Well Taskforce
High-level timeline (as at 7 September 2017)

A HIGH-LEVEL TIMELINE

SUMMARY OF KEY DELIVERABLES

A CLEAR GOVERNANCE STRUCTURE

ONE-PAGE DETAILED OVERVIEW

FRONT COVER (WATERMARKED)

NATIONAL ICE ACTION STRATEGY PROJECT SCOPING PAPER

DRAFT

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FOR OFFICIAL USE ONLY

Australian Government
Department of the Prime Minister and Cabinet

[Taskforce name]

Scoping deck

Taskforce title

[Problem question – What is the key question this taskforce is trying to answer?]

Context

[Why is this issue important]
[Where has this taskforce come from?]
[Why should we do this taskforce now?]

Scope

In scope:
[What issues or activities are in scope for the taskforce?]

Out of scope:
[What issues or activities are out of scope for the taskforce?]

Governance

[Who is the lead minister?
Identify any other advisory or decision making bodies and their respective roles]

Resources

[How many staff are allocated to the taskforce, from where and for what time period?]

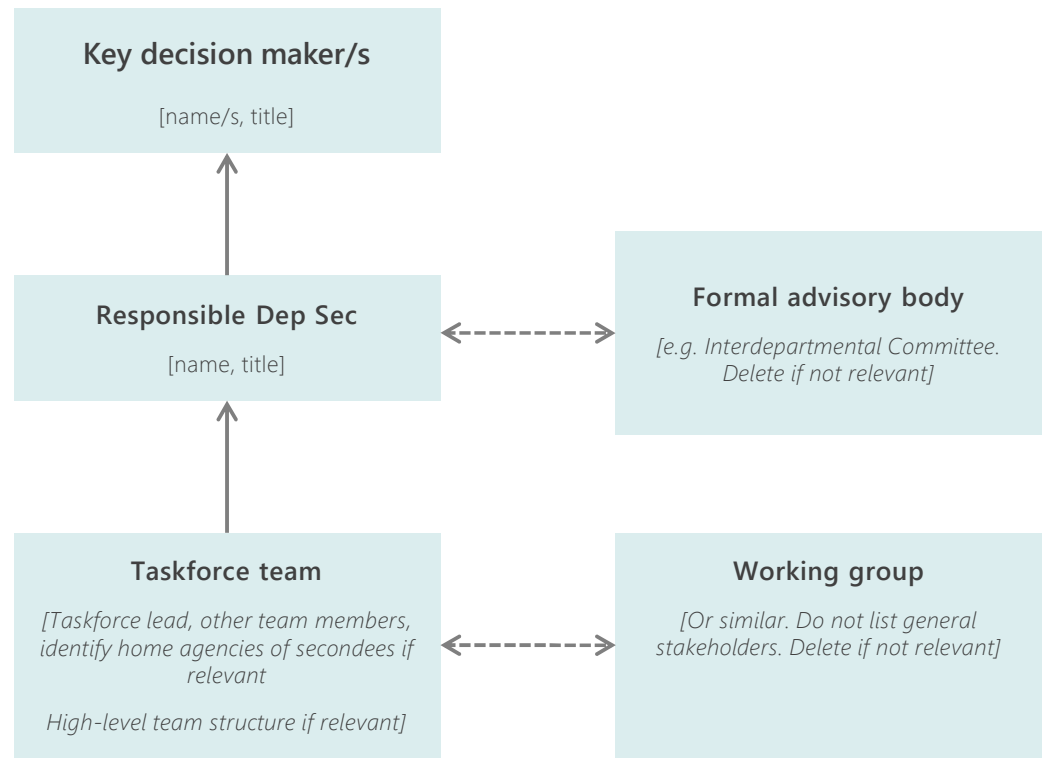
Stakeholders

[Who does the taskforce need to consult and engage with?]

Deliverables

[What will the taskforce deliver, when, to whom and in what format?
Be as specific as possible]

Taskforce governance



Governance roles and tasks

	Role	Tasks	Examples
1 Ultimate decision-maker(s)	Sets overall strategic direction, makes final decisions.	<ul style="list-style-type: none"> Provides strategic oversight and guidance at key points in the taskforce process Confirms governance, timeline and project objectives Receives and approves final products and determines next steps. 	<ul style="list-style-type: none"> Prime Minister Portfolio Minister(s) Federal Cabinet (including its subcommittees) National Cabinet (including its subcommittees)
2 Steering Group	Guides strategic direction, represents areas of policy responsibility, makes preliminary decisions.	<ul style="list-style-type: none"> Provides strategic guidance and represents members' policy responsibilities. Can have a formal decision-making role. Meets with taskforce, reviews draft material and provides feedback Assists with managing taskforce risks and sensitivities Considers any additional resourcing (subject matter expertise) requests as required. 	<ul style="list-style-type: none"> Ministerial Steering Group Senior officials subcommittees to Cabinet Interdepartmental Committee (IDC)
3 Advisory Group	Provides subject matter expertise and advice at critical stages	<ul style="list-style-type: none"> Provides detailed subject matter expertise on specific aspects of the taskforce as requested Provides advice on key risks and sensitivities Provides sense and reality checks to ensure findings form a compelling narrative and are informed by experience. 	<ul style="list-style-type: none"> External expert panel
4 Taskforce leadership	Leads taskforce in research, engagement and product development	<ul style="list-style-type: none"> Delivers outputs and products that meet the decision-maker's needs and expectations Liaises with and supports the decision-maker and Steering Group Manages day-to-day taskforce delivery 	<ul style="list-style-type: none"> 1 x SES Band 3 who represents the taskforce's work at high-level committees 1 x SES Band 2 lead, supported by SES Band 1 deputies responsible for a work stream each

Deliverable plan

Deliverable	Description of deliverable	Key audience	Due date	Dependencies	Workstream	Responsible team
<i>Title of the product or action</i>	<ul style="list-style-type: none"><i>Brief description of specifically what is required</i>	<i>Who is the deliverable for? This will help to determine priority</i>		<i>Does another product need to be delivered before this one?</i>	<i>This may be lifted from the issues tree (if there is one)</i>	<i>This may be lifted from the internal team structure</i>

High level timeline

