## Project Schedule

[Arrange activities into a workable sequence using the table below (or by developing a Gantt Chart)]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Tasks | Responsibility | Output/Deliverable | Anticipated state date | Anticipated end date |
| *Example: Establish project governance and administration arrangements* | *Example: Establish Steering Committee:*  *- Disseminate EOI inviting stakeholder to form part of the steering committee*  *- Develop and circulate meeting schedule*  *- Agree on TOR and circulate to steering committee members* | *Example: Project Manager* | *Example: Steering committee established with regular meetings held* | *Example: 1 July 2020* | *Example: 30 June 2021* |
| *Example: Establish project governance and administration arrangements* | Example: *Engage external consultant:*  *- Disseminate EOI / source quotes*  *- Select preferred candidate*  *- Establish consultant agreement* | *Example: Project Manager* | Example: *Contract of Service established* | *Example: 1 July 2020* | *Example: 30 June 2021* |
| [Add/delete rows as required] |  |  |  |  |  |
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