[INSERT ORGANISATION NAME/LOGO]

Project Proposal/Plan

[This template is used to write up a project proposal/plan for a small project. Once authorised, the Project Proposal forms the foundation for the Project Plan (just rename and append the additional documents as appropriate. For guidance, refer to the Project Management Process Map in Supporting Documents folder. Add/delete rows as required and remember to delete instructive text.]

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| --- | --- | --- |
| **Project Summary** | | |
| Project Title | [Provide a brief title for the project] | |
| Project Summary | [State the overarching goal/purpose of the project and how the project relates to the organisation’s strategic and operational priorities. This section should not contain too much detail but should provide general information about what the project is, how it will be done, and what it is intended to accomplish.] | |
| Project Contacts | **Project Sponsor:**  [Name and position]  T: [Telephone]  E: [Email] | **Project Manager:**  [Name and position]  T: [Telephone]  E: [Email] |
| Other Project Stakeholders | [List key stakeholders by name, position, organisation and their role/contribution to the project. Ensure details are recorded and maintained in the Stakeholder Register] | |
| **Project Overview** | | |
| Background | [Describe relevant background information, including:   * the opportunity/issue/problem that the project seeks to address (e.g. practice gap) * how needs were identified (e.g. literature review, member feedback) * intended outcomes/benefits (e.g. for clients, etc.) * linkages with other **[organisation name]**/state/national plans/strategies/policies]. | |
| Objective/s and Deliverables | [What outcomes, changes or benefits are sought by undertaking the project? What resources and/or other tangible products will the project produce/deliver? Outline project objective/s and deliverables. Where possible, describe how outcomes/benefits will be measured/verified and consider developing an Evaluation Plan that includes a Program Logic if project objectives include practice change.] | |
| Scope, Assumptions and Constraints | [Describe the project parameters including: what is considered in/out of scope, the underlying assumptions (for the project to be successful), and any constraints/dependencies that could affect project delivery/outcomes (e.g. one component of the project is not able to start until another component is completed).] | |
| Methods and Approach | [Describe the key activities, methods and approach] | |
| Risk Management | [Identify key issues/risks and risk mitigation. For guidance, refer to the Risk Management Policy and Procedure]. | |
| Governance | [Summarise governance arrangements, including the roles and responsibilities of the project team and governance body/ies (if any (e.g. Steering Committee)).] | |
| Project Budget | [Detail funding and other resources required. For guidance, refer to Project Budget Template. Once the Project Plan is approved, transfer the Project Budget into the Budget Tracker Template for monitoring and control.] | |
| Project Schedule | [Outline key milestones, including anticipated commencement and completion dates, or if unknown, estimate the project’s duration. For guidance, refer to Project Schedule Template. Once approved, transfer the schedule into project management app, e.g. Teamwork, for monitoring and control] | |

## Authorisation

I agree to the project proceeding as proposed in this document.

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*Name (printed)*

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*Position*

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*Signature*

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*Date*