[Insert organisation name/logo]

# PROJECT PLAN

**[Insert project title]**

**[Insert month/year]**

**Version [insert No.]**

*The* ***[insert organisation name]*** *is a* ***[insert short description of your organisation]*** *and its goal is to* ***[insert organisation’s goal].***

***[Insert organisational contact details]***

**🖌Note\***

This project plan template contains section headings to capture the diversity and scope of projects that the organisation undertakes. It may not be necessary to include all sections in every project plan.

The length and details of projects plans should be proportional to the size and scale of the project.

Project Proposal/Submission: This template can be used for project submissions. Not all section headings may be required e.g. a detailed implementation plan may not be required. However the addition of an overview of the organisation and its programs would be required to provide the prospective funding body of information on your organisation. See the Communications Policy for information on the organisation that may be included.

Event Plan: When developing an event plan this template can be adapted. Event plans are not different from project plans, however it may be necessary to include extra section headings to capture the diversity and scope of the event, this may include:

- Event protocol

-Marketing and promotion

-Resources (Catering, Audio-visual equipment)

-Sponsorships

-Registrations

-Speakers/entertainment management

-Program, running sheet, speeches

-Evaluation and thank you letters

For further information about event planning and to ensure you capture all the event inclusions refer to the Event Planning Checklist.

\*Please delete note before finalising this document.

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## 1. Abbreviations and Definitions

**[Insert relevant definitions or abbreviations included in this project plan]**

## 2. Introduction

**[Insert short paragraph outlining:**

* **Purpose of the project**
* **Target group/s and scope of project**
* **Goals of the project**
* **Summary of approach (main activities/products)**
* **Funding source and dates**
* **Timeframe and date for completion]**

## 3. Background

**[Insert the project history of development:**

* **How target group needs were defined,**
* **The context in which this project sits (such as relationship to other organisations, programs, services and organizational, state and national plans) and any other relevant information]**

## 4. Rationale

**[Insert evidence of the need for the project (may include research data from existing literature/organisation surveys and consultations) and how will the project benefit the organisation, clients and other stakeholders]**

## 5. Aims

**[Insert the broad aim/s of the project that will set its direction. Where applicable this should be taken from the funding agreement]**

## 6. Objectives

**[Insert outcomes:**

* **Where possible the outcomes should be SMART as outlined below:**

**1. Specific: specify what you want to achieve**

**2. Measurable: how will you know when you have achieved it**

**3. Achievable: the measure relates to the strategy**

**4. Realistic: attainable and yet still pose a challenge**

**5. Time orientated: a specific time period or deadline is set**

* **Where relevant outcomes should be taken from or informed by the relevant funding agreement and should be linked to the organisations strategic plan]**

## 7. Scope

**[Insert what the project will and will not include, or what its limits are, this may be influenced by the funding agreement]**

## 8. Methods

**[Insert:**

* **A summary of how the project will be carried out including specific project phases e.g. scoping, implementation, evaluation**
* **What will be used to achieve the outcome/s]**

## 9. Outputs / Deliverables

**[Insert:**

* **a description of the resources and other tangible products that will be developed throughout the project/service, e.g. number and type of training sessions, etc.**
* **align to the strategies and outcomes]**

## 10. Outcomes

**[Insert a description of what effect or impact the project will have]**

## 11. Risk and Considerations

**[Identify:**

* **Conditions or risks that may delay or adversely affect the progress of the project. This may be related to human resources, relationships, financial, timeframe or political reasons**
* **How will the risks be minimised**
* **Refer to the Risk Management Policy for more information]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk description** | **Action** | **Risk level** | **Review** |
| **[Describe risk and possible impact**  **E.g. Skills training receives poor feedback]** | **[insert the action required to manage the risk**  **E.g. training outcomes/ research with other organisations before rollout]** | Insert likelihood:  **[Very unlikely, Unlikely, Moderate, Likely or Almost certain]**  Insert consequences: **[Insignificant, Minor, Moderate, Major, Catastrophic]** | **[How and by whom will the risk be monitored?**  **E.g. Training feedback analysed by project worker. Feedback forms will also be completed for further training sessions.]** |

## 12. Reporting and Communication

**[Insert:**

* **Describe any reporting requirements including timeframes**
* **Include internal and external stakeholders and the funding body**
* **Describe communication methods]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder** | **Communication Content** | **Communication Method** | **Timeframe** |
| **[E.g. funding body]** | **[E.g. Report of activity to date]** | **[E.g. standard reporting template to be submitted via email to [insert contact name and details]** | **[E.g. Six monthly]** |

## 13. Governance

**[Describe how the project will be managed, including the role of any advisory/reference groups, personnel, consultation mechanisms, partnerships, and performance reporting.]**

## 14. Evaluation

**[Insert evaluation processes/activities or refer to a more detailed evaluation plan/framework]**

## 15. Resources

**[Insert resources and associated costs (an example is included below, indicate GST inclusive/exclusive)**

|  |  |
| --- | --- |
| **[Project/service name] Budget** | |
| **Item** | **Costs** |
| **Wages and on-costs**  [Example:   * Full-time project manager @ 38 hours/week for 3 years] | $ |
| **Transport and travel expenses**  [Example:   * Vehicle lease * Fuel * Flights * Accommodation] | $ |
| **Operating expenses**  [Example:   * Mobile phone * Venue hire * Catering] | $ |
| **Resource production**  [Example:   * Print and design * Distribution] |  |
| **Management fee**  [generally 5%] | $ |
| Sub total | $ |
| GST |  |
| **Total** |  |

|  |  |  |
| --- | --- | --- |
| **Additional Resources to be provided in kind** | | |
| **Item** | **Source** | **Value $AUD** |
| **Wages and on-costs**  [Example:   * Administrative support @ 6 hours per week * Supervision of project officer @ 3 hours per week] | [Example:   * Administrative support provided in kind by organisation * Supervision of project officer provided in kind by organisation |  |
|  |  |  |
|  |  |  |

## 13. Implementation

**[Insert**

* **key task, times and responsibilities involved in the project, these may be informed by the funding agreement**
* **Where relevant the implementation schedule example below may be substituted for a template provided by the funding body**
* **a Gantt chart may also be included or attached ]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategies** | **Tasks** | **Timeframe** | **Responsibility** | **Performance measure** |
| **Stage X: Title** | | | | |
|  |  |  |  |  |

## 14. Refernces

**[Insert a complete list of all documents and other sources of information referenced for further referencing and plagiarism procedures refer to the Information and Communication Technology Policy]**

## 15. Contacts

**For more information about [insert project team name] contact:**

|  |  |
| --- | --- |
| **[Insert Project Manager Name]**  **[Insert role, Project Manager]**  **Phone: [insert number]**  **Email: [insert email]** | **[Insert Project Officer Name]**  **[Insert role, Project Officer]**  **Phone: [insert number]**  **Email: [insert email]** |

**[Insert organisation name]**

**[Insert address]**

**Phone: [insert phone number]**

**Fax: [insert fax number]**

**Email: [insert organisational email]**