**Project Plan (Basic) - Template**

**TIPS**

Following is a few tips that may assist with completing this Project Plan.

* If your organisation is planning to undertake this project (even if with stakeholder support) it is important that the committee fully understands all aspects of the project. A Project Plan is a great way to capture and share information to ensure everyone is on the same page and input considered.
* A Project Plan can act as a guide or road map for the project, which anyone could ideally pick up and follow, as required.
* The amount of information required is dependent on the project itself. For example a more complex or costly a project, the more information is likely to be required.
* A Project Plan may be a useful addition for grant funding. By complexing a Project Plan prior to seeking funding you will have a good understanding of the whole project and potentially can cut and paste relevant information into the grant application (with some tweaking). You may also be able to include the full document as an attachment.
* Focus on the facts and specific information.
* Writing in the third person (the organisation, the project) may result in a more objective view of the project (the organisation, the project) than writing in the first person (we, our, I).

If further explanation is required please contact the Shire’s Community Development and Services Team at 9575 5100 or via [mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au)

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| **Project Title & Contact Information** | | | | | | | | | |
| **Project Title:** | |  | | | | | | | |
| **Contact Person:** | |  | | | | | | | |
| **Community Organisation:** *(if applicable)* | |  | | | | | | | |
| **Postal Address:** | |  | | | | | | | |
| **Phone/Mobile:** | |  | | | | | | | |
| **Email:** | |  | | | | | | | |
| **Project Description** | | | | | | | | | |
| *What is the Project? Include the project scope (what is included and what is not) and specific details* | | | | | | | | | |
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| **Background** | | | | | | | | | |
| *How did the project come about? How can you be sure that this project idea is the best response? What other options did you consider and why were these discounted?* | | | | | | | | | |
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| **Evidence of Need** | | | | | | | | | |
| *How was the issue/need identified? What research or evidence (proof) is there of the need? Consider membership growth, census statistics, consultation, surveys, strategic plans, assessment reports etc.* | | | | | | | | | |
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| **Beneficiaries** | | | | | | | | | |
| *Who is the project aimed at (for example age and what community)? How many people is the project expected to benefit?* | | | | | | | | | |
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| **Outcomes** | | | | | | | | | |
| ***Objectives***  *What do you want to achieve?* | | | | ***Success Indicators (Measures)***  *How will you know you have succeeded? (E.g. what % change or increase in numbers etc.)* | | | | | |
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| **MilestonEs** | | | | | | | | | | |
| ***Timeframe***  *What is the time line for the actions?* | **Key Actions (Steps)**  *What actions need to occur to make the project happen?* | | | | | | | **Responsibility**  *Who will oversee this?* | | |
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| **PROJECT MANAGEMENT** | | | | | | | | | | |
| **Roles Required**  *What roles and the associated skills are required to deliver the project? (Includes knowledge, experience etc. as applicable)* | | | | | | | **Project Team**  *Who has the skills and will be responsible to oversee?* | | | |
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| BUDGET | | | | | | | | | | |
| Project Income  Who will be contributing to the project? | | | Amount  Total Value? | | | **Cash/****In-Kind** | | | **Status**  *Confirmed or not?* | |
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| TOTALS | | |  | | |  | | |  | |
| Project Expenditure  What resourcing do you need to make the project happen? | | | Cost  How much will it cost? | | | **Cash**  *Cash Component?* | | | **In-kind**  *Contribution Value?* | |
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| TOTALS | | |  | | |  | | |  | |
| **MARKETING** | | | | | | | | | | |
| *How will people (including beneficiaries) know about your project? How will your acknowledge the project partners? What strategies will your use for example promotional tools and avenues?* | | | | | | | | | | |
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| **RISK MANAGEMENT** | | | | | | | | | | |
| **Risks**  *What potentially could go wrong?*  *Refer ‘Important Note’ below.* | | | | | **Treatment (Actions)**  *What needs to be done to mitigate the risks?* | | | **Responsibility** | | |
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| *Important Note: Consider the potential risks to finances, health and safety, legal/compliancy, reputation and operations/activities and how these could impact on your organisation, the project stakeholders, funders, community, beneficiaries etc. What can be done to prevent or reduce (etc.) the risks?* | | | | | | | | | | |
| **SUSTAINABILITY** | | | | | | | | | | |
| *How will the project be sustained into the future? Consider operational and whole of life costs, promotion to retain interest and support usage into the long-term? Management of the facility (etc.)* | | | | | | | | | | |
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