PROJECT PLAN

**Project Name:** [insert Project Name]

**Activity Name:** [insert Activity Name]

**Organisation:** [insert Organisation Name]

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| --- |
| Note: Guidance notes have been provided in this document for reference.  This template is provided as a general guide and applicants are advised to use this template if they do not have one available.  Throughout the Project Plan and the Enabling Tourism Fund Application the terms Activity and Project are used. The Activity refers to the activity which you are seeking funding for. The Project refers to the project that the activity will help bring forth. For example a business case (the activity) to support investment in the development of a winery (the project). |

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| *Note: Examples where available have been provided in this document for reference.* |

**Document Control**

**Activity Contact**

Please address any questions regarding this document to:

**Name**: *[insert name for the person managing the project]*

**Title**:

**Phone:**

**Email**:

**Document History**

| Version | Date updated | Author | Summary of any changes |
| --- | --- | --- | --- |
| 0.1 |  |  |  |
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| Update this contents page once all the amendments to this document have been completed. To do this, right click anywhere on the contents and select ‘update field’, then ‘update entire table’. This field relies on the correct use of heading styles, which must be used consistently throughout the guidelines. |

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# Overview

## Purpose of this document

The purpose of this document is to:

• define the purpose, objectives, and scope of the [activity name]

• define the stages and outputs (deliverables) of each stage

• name the people and resources required to deliver the activity outputs

• allocate costs against stages of the activity or outputs

• specify the timeframe for the delivery of each stage

• identify the uncertainty in the activity and how it will be managed

• identify the stakeholders in the activity and how they will be engaged

• identify scheduling or communications dependencies with other projects or activities

## Project Overview

|  |
| --- |
| This information was provided in your Grant Application under Project Details. Describe the context, background and a high-level summary of the project including benefits (1 – 2 paragraphs) |

[Add text here.]

## Activity Overview

|  |
| --- |
| This information was provided in your Grant Application under Activity details. Provide a high-level summary of the activity and how it will drive the investment readiness of the project (1 – 2 paragraphs) |

[Add text here.]

## Business Need

|  |
| --- |
| Articulate the business need or purpose of the project (2 – 3 paragraphs) |

[Add text here.]

## Project objective

|  |
| --- |
| Articulate the desired results of the project. Objectives should be concise and unambiguous, measurable (3 – 5 points) |

The objectives of this project are:

* [Insert Objective 1]
* [Insert Objective 2]

## Activity objective

|  |
| --- |
| Articulate the desired results of the activity. Objectives should be concise and unambiguous, measurable and must meet time and budget (3 – 5 points) |

The objectives of this project are:

* [Insert Objective 1]
* [Insert Objective 2]

# Activity Scope

## Activity Scope

|  |
| --- |
| Describe in detail the scope of the activity. Should match and build on your Grant Application. |

[Add text here.]

## Exclusions

|  |
| --- |
| Outline any notable deliverables that are out of scope for your activity. |

[Add text here.]

## Interfaces with other projects

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| --- |
| Detail any interfaces with other projects or activities as applicable. |

[Add text here.]

## Activity constraints and assumptions

### Constraints

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| List the key constraints for your activity below. |

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| *Example (add or delete as required):*   1. *All procurement processes follow State Government purchasing rules.* 2. *Stakeholder and community engagement are undertaken at a frequency, and in a method that ensures appropriate reach and feedback.* |

[Add text here.]

### Assumptions

|  |
| --- |
| List the key assumptions for your activity below. |

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| *Example (add or delete as required):*   1. *There is sufficient consultancy expertise available in the timeframes required* |

[Add text here.]

# Activity Budget and Cashflow

## Activity Budget

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| --- |
| Provide details of the activity budget in the tables below. All costs to be provided excl. GST. Ensure all details align with the application.  Activities must be completed by 30 June 2023.  Refer to Program Guidelines for list of eligible and ineligible expenses.  Note activity income and expenditure should match i.e. income – expenditure = 0 |

|  |  |  |
| --- | --- | --- |
| **Income** | **Total Budget**  *(without GST)* | **Confirmed**  *(Y/N)* |
| Grant funding | **$***[insert amount]* |  |
| *[Insert other income]* | **$***[insert amount]* |  |
| *[Insert other income]* | **$***[insert amount]* |  |
| *[Insert other income]* | **$***[insert amount]* |  |
| ***Total Income*** | **$***[insert amount]* |  |
| **Expenditure (activity)** | **Total Budget**  *(without GST)* | **Quotes**  *(Y/N)* |
| *[Insert expenditure type]* | **$***[insert amount]* |  |
| *[Insert expenditure type]* | **$***[insert amount]* |  |
| *[Insert expenditure type]* | **$***[insert amount]* |  |
| *[Insert expenditure type]* | **$***[insert amount]* |  |
| *[Insert expenditure type]* | **$***[insert amount]* |  |
| *[Insert expenditure type]* | **$***[insert amount]* |  |
| *[Insert expenditure type]* | **$***[insert amount]* |  |
| ***Total Expenditure*** | **$***[insert amount]* |  |

# Governance and decision making

## Governance Structure

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| --- |
| Provide details of the governance arrangements planned for this activity including meeting structure, roles and responsibilities and frequency of meetings. |

|  |  |
| --- | --- |
| **Activity reports**  (key decision maker(s)) | *[insert e.g. CEO, Board]* |
| **Chairperson** | *[insert Name, Position Title]* |
| **Administration**  (notes and correspondence if not Chair) | *[insert Name, Position Title]* |
| **Funding Body representative** | *[insert Name, Position Title]* |
| **Project Control Group (PCG) Responsibilities** | *The PCG will be responsible for planning, implementation and management of the project including approval of tender documents, final plans, milestone documents.* |
| **PCG Members including funding body representative** | *[insert Name, Position Title]* |
| **Frequency of PCG Meetings** | *Monthly* |

## Team Structure

|  |
| --- |
| Provide details of the team that will be in place for the delivery this activity. |

| **Name** | **Organisation** | **Role** | **Responsibility** |
| --- | --- | --- | --- |
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# Stakeholder Engagement/Communications Plan

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| *Define the key project stakeholders and how you will engage with them during the activity, Stakeholder/communication management and, if appropriate, a communications and engagement plan (taking into consideration any necessary consultation with Traditional Owner Corporations, Aboriginal Victorians, Local Government Authorities, State or Federal Government agencies, local residents and other stakeholders).* |

| **Stakeholder** | **Interest in Project/Activity** | **Level of engagement** | **Engagement/ Communication Approach** | **Frequency** |
| --- | --- | --- | --- | --- |
| *[Insert Stakeholder]* | *[E.g. adjacent land owner]* | *Inform: have less influence but require communication. Consult: provide feedback (other than the users) Involve : user of the service/product. Collaborate/Empower : decision makers* | *[E.g. By Email mail-out, by video conference, etc.]* | *[How often will you engage?]* |
|  |  |  |  |  |
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# Activity schedule

|  |
| --- |
| Provide details of your activity schedule in the tables below including milestones, tasks, approach, responsibilities, timelines and status. Ensure all details align with the application provided. |

| **What needs to be done?**  *List items in the order they will be done* | | **How will you do it?**  *Add individual steps as required* | **Who will be responsible?** | **Milestone**  *What will show that you have done it? (Also known as milestones)* | **Anticipated Completion Date** | **Status**  *Complete / In-Progress/Not Started* |
| --- | --- | --- | --- | --- | --- | --- |
| 1. | *Example: Establish a Steering Committee* | *Example: Identify skills required, consult with key stakeholders and community, draft proposed Terms of Reference* | *Example: Project Manager, Consultant.* | *Example: Members appointed, 1st meeting held, Terms of Reference formally agreed* |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

# Procurement Strategy and Plan

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| *Use this table to define the procurement needs of the activity and the strategy for meeting procurement timeframes*  *Provide details of how the company intends to deliver the activity (i.e. will the complete activity or sub sections go out to tender. If so, what it the tender process – Open or Select tender, what is the anticipated tender open period, who will sit on the tender review panel, etc. Also add here how consultants, contractors, etc. will be engaged e.g. via a contract?)* |

| **Description of activity or service**  *List items in the order they will be requested or ordered* | | **Contractor** | **Date of request or order** | **Requested or ordered by** | **Special notes** | **Anticipated delivery date** | **Status**  *Delivered / In progress / Yest to be contracted* |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. |  | *Who will provide the activity or service?* |  | *Responsible person* | *Example: provide details of any anticipated issues, delays etc.* |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |

# Activity Risk Management Plan

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| Provide details of the key risks you anticipate in the process of delivering this activity and the mitigation strategies in place. |

| **Risk**  *Description of the Risk* | | **Risk Consequence**  *High level description* | **Risk Consequence Rating**  *Insignificant, Minor, Moderate, Major* | **Likelihood of risk occurring**  *Likely, Possible, Unlikely, Rare* | **Mitigation Strategy**  *How will the risk be managed?* |
| --- | --- | --- | --- | --- | --- |
| 1. | *Example: slippage in timelines, cost overruns, changes to financial contributions* | *Example: elements of the activity cannot be delivered* |  |  | *Examples: Secure other funding partners, confirm project timeframes with contractors* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |