Project Plan Template

Regional Tourism Investment Fund 2024

TABLE OF CONTENTS

[1. Overview 2](#_Toc166442425)

[1.1 Purpose of this document 2](#_Toc166442426)

[2. Project Budget and Cashflow 3](#_Toc166442427)

[3.Governance and decision making 4](#_Toc166442428)

[3.1 Governance Structure 4](#_Toc166442429)

 [3.2 Team Structure 4](#_Toc166442430)

[4. Stakeholder Engagement/Communications Plan 5](#_Toc166442431)

[5. Activity Schedule (timelines) 6](#_Toc166442432)

[6. Risk Management Plan 7](#_Toc166442433)

[7. Procurement Strategy and Plan 8](#_Toc166442434)

# Overview

## 1.1 Purpose of this document

The purpose of this document is to provide details on mandatory documentation to support your application including:

* Project details – project purpose and deliverables
* Budget - provide a project budget, including costs based on quotes.
* Governance – project governance model.
* Stakeholders - identify any stakeholders and how they will be engaged.
* Risks - identify any risks and risk mitigation strategies in relation to the project.
* Timelines – provide an accurate activity schedule (timeline) for the project.
	1. Project / Organisation Details

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

**Project Contact Person:** [insert Project Name]

**Organisation:** [insert Organisation Name]

 1.3Project Objectives

What are the overall objectives of the project that align with the program guidelines (pg. 6 of the RTIF guidelines). Your answer may include multiple deliverables aligned to the project objectives. [i.e. deliver new tourism infrastructure, increase length of visitor stay, broader Victoria’s tourism offerings, leverage private investment, drive new jobs].

[insert details]

 1.4 Project Deliverables

What will the project deliver as an outcome of the funding provided (pg. 7 of the RTIF guidelines)? E.g. Regional Accommodation is more attractive, compelling, or accessible to visitors. Investment in regional areas is increased, visitors in regional areas stay longer, the project will contribute to economic growth in Victoria.

[insert details]

# Project Budget and Cashflow

*Provide details of the project budget below. Ensure that all costs align with quotes provided and the scope works outlined in the application and supporting documents. Refer to the project guidelines for a list of eligible and ineligible items. Include project contingencies. Project income and expenditure should match. All costs provided exclude GST*.

|  |  |  |
| --- | --- | --- |
| **Income** *(What are the components of the project funding)* | **Total Budget** *(Without GST)* | **Confirmation of Funding Must Be Provided with Application***(Y/N)* |
| Grant funding | **$***[insert amount]* |  |
| *[Insert other income]* | **$***[insert amount]* |  |
| *[Insert other income]* | **$***[insert amount]* |  |
| *[Insert other income]* | **$***[insert amount]* |  |
| *Contingencies* | **$***[insert amount]* |  |
| ***Total Income*** | **$***[insert amount]* |  |
| **Expenditure** *(What specific activities will be funded as part of the project budget)* | **Total Budget** *(Without GST)* | **Quotes Must Be Provided with Application***(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]* |  |

#

# 3.Governance and decision making

##  3.1 Governance Structure

Effective governance ensures that the organisations project remains aligned to organisational objectives and is delivered efficiently and effectively. Provide details of the project’s governance arrangements. Include who the Project Manager is, roles and responsibilities, decision makers and frequency of meetings.

|  |  |
| --- | --- |
| **Project reports** (Key decision maker(s)) | *[insert e.g., CEO, Board]*  |
| **Project Manager** (who) |  |
| **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* |

3.2 Team Structure

*If different from the above, provide details of the team that will be in place for the delivery the project*.

| **Name** | **Organisation** | **Role** | **Responsibility** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Stakeholder Engagement/Communications Plan

*A stakeholder engagement plan is used to determine who the stakeholders are. Define the project stakeholders. How will you engage with them during the project? If appropriate, consider consultation with Traditional Owner Corporations, Aboriginal Victorians, Local Government Authorities, State or Federal Government agencies, residents, and Regional Tourism Boards). Who has been consulted? Who still needs to be consulted? Is there a formal Communications plan?*

| **Stakeholder** | **Interest in Project/Activity** | **Level of engagement** | **Engagement/ Communication Approach** | **Frequency** |
| --- | --- | --- | --- | --- |
| *[Insert Stakeholder]* | *[E.g., adjacent landowner]* | *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?]* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

#

# Activity Schedule (timelines)

### *An activity schedule is* *used to track, evaluate, and communicate the progress of a project. It is important to know what stage the project is at. It is useful to assist in determining how long it will take for tasks to be completed and understand the project end date.*

### *Provide details of timelines and activities in the table below including project key tasks, who is responsible, and status. Ensure details align with information provided in the application.*

*\*\* Projects must commence within in 9months of an executed grant agreement (expected December 2024) and completed by June 2027.*

| **What needs to be done?****Task***List items in the order they will be done* | **How will you do it?***Add individual steps as required* | **Who is responsible?** | **Anticipated start date**  | **Anticipated completion date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 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: Complete* *In-progress* *Not started* |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |

#

# Risk Management Plan

*Provide details of the key risks you anticipate in the process of delivering the project and the mitigation strategies in place. This may include items like budget concerns, contractors, site constraints, timeframes/time delays and scope of works.*

| **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. |  |  |  |  |  |

# Procurement Strategy and Plan

*Use this table to define the procurement needs of the project and the strategy for meeting procurement timeframes.*

*Provide details of how the company intends to deliver the project i.e., tending the project, what is the tender process, timeframes, Open or Select tender, who will sit on the tender review panel. How will consultants, contractors, 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. |  |  |  |  |  |  |  |