PROJECT PLAN

**Project Name:** [insert Project 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. |

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

**Document Control**

**Project 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 |
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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 [project name]

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

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

• allocate costs against project activities or outputs

• specify the timeframe for the delivery of each stage

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

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

• identify scheduling or communications dependencies with other projects

## Project Overview

|  |
| --- |
| This information was provided in your Grant Application. Describe the context, background and a high-level summary of the project including benefits (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 and must meet time and budget (3 – 5 points) |

The objectives of this project are:

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

# Project Scope

## Project Scope

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

[Add text here.]

## Exclusions

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

[Add text here.]

## Interfaces with other projects

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

[Add text here.]

## Project constraints and assumptions

### Constraints

|  |
| --- |
| List the key constraints for your project below. |

|  |
| --- |
| *Example (add or delete as required):*   1. *All planning and approvals must be granted before any works commence.* 2. *All procurement processes follow State Government purchasing rules.* 3. *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 project below. |

|  |
| --- |
| *Example (add or delete as required):*   1. *All planning and approvals (including Cultural Heritage Management Plans) are granted in required timeframes* 2. *There is sufficient planning and building expertise available in the timeframes required* |

[Add text here.]

# Expected outcomes

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| --- |
| *Provide details of how the success of the project will be measured, when this will occur and who is responsible for delivery. (Add or delete rows as required.)*  Project outcomes should be concise, unambiguous and measurable. |

| **Outcome**  *what is to be achieved* | **Outcome target** | **Measure of success**  *how will this be measured?* | **Timeframe**  *when will this be achieved?* | **Accountability**  *who is responsible for delivery* |
| --- | --- | --- | --- | --- |
| **Visitation** | | | | |
| 1. Increased local visitation (within 50km) created as a result of the project (12 months post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 12 months including postcode data etc.* | *12 months post completion (opening)* | *Facility Manager* |
| 1. Increased local visitation (within 50km) created as a result of the project (5 years post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 5 years including postcode data etc.* | *5 years post completion (opening)* | *Facility Manager* |
| 1. Increased intrastate visitation created as a result of the project (12 months post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 12 months including postcode data etc.* | *12 months post completion (opening)* | *Facility Manager* |
| 1. Increased intrastate visitation created as a result of the project (5 years post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 5 years including postcode data etc.* | *5 years post completion (opening)* | *Facility Manager* |
| 1. Increased interstate visitation created as a result of the project (12 months post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 12 months including postcode data etc.* | *12 months post completion (opening)* | *Facility Manager* |
| 1. Increased interstate visitation created as a result of the project (5 years post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 5 years including postcode data etc.* | *5 years post completion (opening)* | *Facility Manager* |
| 1. Increased international visitation created as a result of the project (12 months post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 12 months including country of origin data etc.* | *12 months post completion (opening)* | *Facility Manager* |
| 1. Increased international visitation created as a result of the project (5 years post completion) | *#* | *I.e Monitoring bookings or sign in at facility over 5 years including country of origin data etc.* | *5 years post completion (opening)* | *Facility Manager* |
| **Participation** | | | | |
| 1. How many people will be involved in decision making? (Governance) | *#* | *Participation in project Governance structures* |  | *Project Manager, Secretary etc.* |
| 1. How many people are expected to participate in project delivery? | *#* | *Planning, design, consultation, decision making, delivery – full time / part time etc.*  *Record attendance at meetings and email correspondence etc.* |  | *Project Manager and/or Secretary etc.* |
| 1. How many people are expected to be engaged in the project? | *#* | *Participation in stakeholder and community engagement activities* |  | *Project Manager and/or Secretary etc.* |
| **Employment** | | | | |
| 1. FTE construction jobs required in project delivery (project duration) | *# FTE* | *Tender documentation to require contractors to nominate and record number of jobs.* | *On completion* | *Project Manager* |
| 1. FTE of direct jobs created as a result of the project (12 months post completion) | *# FTE direct* | *Audit (potential) tenants or users prior, document current employee levels, repeat at 12 month post completion.* | *12 months post completion.* | *Project Manager.* |
| 1. FTE of indirect jobs created as a result of the project (12 months post completion) | *# FTE indirect* | *Local business survey / word of mouth, etc* | *12 months post completion.* | *Project Manager.* |
| 1. FTE jobs retained as a result of the project (12 month post completion) | *# FTE retained* |  | *12 months post completion.* | *Project Manager.* |

# Project Budget and Cashflow

## Project Budget

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Income** | **Total Budget**  *(without GST)* | **Confirmed**  *(Y/N)* | **Year 1 Budget** | **Year 2 Budget** | **Year 3 Budget** |
| Grant funding | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert other income]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert other income]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert other income]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| ***Total Income*** | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| **Expenditure (activity)** | **Total Budget**  *(without GST)* | **Quotes**  *(Y/N)* | **Year 1 Budget** | **Year 2 Budget** | **Year 3 Budget** |
| *[Insert expenditure type]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert expenditure type]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert expenditure type]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert expenditure type]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert expenditure type]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert expenditure type]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| *[Insert expenditure type]* | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |
| ***Total Expenditure*** | **$***[insert amount]* |  | **$***[insert amount]* | **$***[insert amount]* | **$***[insert amount]* |

# Governance and decision making

## Project Governance Structure

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

|  |  |
| --- | --- |
| **Project 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* |

## Project Team Structure

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

| **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 project, 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** | **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?]* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Approvals required to commence the project

|  |
| --- |
| Provide details of any approvals required to commence the project. If approvals are not in place yet, provide an estimated date of when they would be available. |

|  |  |  |
| --- | --- | --- |
| **Approval** | **Available** | **Estimated date** |
| Planning | Yes  No |  |
| Environment | Yes  No |  |
| Aboriginal Cultural Heritage | Yes  No |  |
| Heritage | Yes  No |  |
|  | Yes  No |  |
|  | Yes  No |  |

# Project schedule

|  |
| --- |
| Provide details of your project schedule in the tables below including milestones, tasks, activities 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

|  |
| --- |
| *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. will the complete project 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 contractors, suppliers, etc. will be engaged e.g. via a contract?)* |

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

# Project Risk Management Plan

|  |
| --- |
| Provide details of the key risks you anticipate in the process of delivering this project 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 project cannot be delivered* |  |  | *Examples: Secure other funding partners, confirm project timeframes with contractors* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

# Change management

|  |
| --- |
| *Describe process in place to manage any project changes including scope change and cost management (including contingency arrangements).* |

[Add text here.]

# Ongoing Operating Model

|  |
| --- |
| *Describe the model of operation for the project on completion of the project including organisational structure, accountabilities, governance, capabilities, and processes.* |

[Add text here.]