

[insert organisation name/logo]

Project Title

Project Plan

Month Year (version)

CONTENTS

NOTE. *The following template contains a large number of section headings to capture the diversity and scope of projects that **[insert organisation name]** undertakes. It may not be necessary to include all sections in every project plan. The length and detail of project plans should be proportional to the size and scale of the project.*

ABBREVIATIONS

INTRODUCTION

Purpose of project

Target group/s of project

Goals of project

Summary of approach (main activities/products)

Timeframe and date for completion

BACKGROUND

History of development

*How target group needs were defined, particularly those of **[insert organisation name]***

Relationship to national, state and organisational plans and programs

RATIONALE

Evidence of the need for the project

AIM

Broad aim of the project that will set its direction

Where possible, aim should be taken from the project's funding and performance agreement.

OBJECTIVES

Where possible, the objectives 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 possible, aim should be taken from the project's funding and performance agreement.

*Where relevant, reference should be made to outcome areas of **[insert organisation name]**'s Strategic Plan.*

SCOPE

What the project will and will not include or what its limits are

METHODOLOGY

How the project is to be carried out including specific project phases

OUTPUTS AND OUTCOMES

Description of the resources and other tangible products that will be developed throughout the project e.g. a resource package developed, a focus group held etc.

Describe the expected impact of the output.

CHALLENGES AND RISKS

Identify any major challenges or risks that may affect the project meeting its objectives or detail other considerations for the project. This may be people, relationships, financial, timeframe or product related.

REPORTING AND COMMUNICATION

Describe any reporting requirements (both internal and to funding body and other stakeholders)

*Describe mechanisms for consultation and communication with **[insert organisation name]** consumers, members and other stakeholders*

Stakeholder Group	Communication content	Communication mechanism
<i>E.g. [insert organisation name] membership</i>	<i>E.g. Project update/consultation</i>	<i>E.g. [insert organisation name] newsletter</i>

GOVERNANCE

Describe the roles of the project team and any advisory/reference groups

Define team members' (including potential consultants) responsibilities and if specific skills are required.

FUNDING

Insert project budget (optional)

Project budget	
Activity	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	\$
Meeting expenses (example) - Venue hire - Catering	\$
Administration fee	\$
<i>Sub total</i>	\$
<i>GST</i>	
Total	

IMPLEMENTATION SCHEDULE

Activities	Responsibility	Timeframe	Performance Indicators
STAGE XX: Title			
			<i>Link to indicators of funding and performance agreement and [insert organisation name]'s strategic plan where relevant</i>

EVALUATION

Detail planned evaluation process/activities (if not already covered in Methodology section)

[insert organisation name] CONTACT DETAILS

Name

Position

[insert organisation name]

[insert postal address]

[insert phone]

[insert email]

[insert website]

Reference

This is taken from the NADA Project Plan Template.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44