Project plan

\*A different template can be used, however the key information below needs to be provided.

|  |  |
| --- | --- |
| PROJECT TITLE: | <Name of project> |
| REGION: |  |
| ACTION: |  |
| PROJECT MANAGER: | <Project lead> |
| Date: |  |

1. **Proposal**

|  |  |
| --- | --- |
| **PROJECT TITLE:** | **<Name of project>**  |
| BACKGROUND: |  |
| OBJECTIVES AND OUTCOMES: | **Objective*** <Ensure you articulate the action from plan being implemented and how the project is going to help meet the action>

**Outcomes** |
| OUTPUTS AND DELIVERABLES: |  |
| EXPECTED DURATION: |  |
| KEY STAKEHOLDERS & CUSTOMERS: | *
 |

1. **Resources**

|  |  |
| --- | --- |
| PARTNERS: | *
 |
| COST/BUDGET: |  |

1. **Work plan**

| Milestone | Key activity | Who | Planned Delivery | Status |
| --- | --- | --- | --- | --- |
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1. **Risk Management**

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| --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Risk Management Strategy** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. Detailed timeframes**

e.g. Development of Gantt chart

**6. Governance**

Proposed governance arrangements

**7. Attachments**

<specify attachments>

**Attachment 1 –**

**Attachment 2**