**<Organisation Name>**

**<Project Name>**

**Project Plan**

**<Date Compiled>**

**1.0 Project Goal**

<Need & Benefit – what are you trying to achieve?>

<What are you proposing to do?>

**2.0 Project Summary**

**2.1 Summary**

<How are you going to achieve this?>

<Where are the main activities happening?>

**2.2 Reasons for Proposing**

<Why does this project need to happen?>

**2.3 Impact if not Approved**

<>

**2.4 Stakeholders**

<Who is involved/affected/benefits?>

**3.0 Timeframes**

<When are the key dates and milestones?>

**4.0 Financial Considerations**

**4.1 Fundraising Plan**

<>

**4.2 Budget**

**Income**

|  |  |  |
| --- | --- | --- |
|  | $ |  |
|  | $ | **$0.00** |

**Expenditure**

|  |  |  |
| --- | --- | --- |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ | **$0.00** |

*<Make it balance – what are ALL the costs involved?>*

**5.0 Marketing & Acknowledgement**

* <>

**6.0 Risk Assessment**



|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Consequence** | **Mitigation Strategy** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**7.0 Resources**

<>

**8.0 Governance & Management**

*Example of infrastructure project*

The following will be adhered to:

* Work Health & Safety Act 2011 Qld
* Building & Demolition approval from Sunshine Coast Council

**9.0 Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Details** | **Start Date** | **End Date** | **Responsibility** |
| Quotes from local providers |  |  |  |  |
| Develop Project Plan |  |  |  |  |
| Seek funding |  |  |  |  |
| Engage contractor |  |  |  |  |
| Erection progress |  |  |  |  |
| Arrange marketing & promotion |  |  |  |  |
| Keep club members updated on developments or changes |  |  |  |  |
| Official Opening |  |  |  |  |
| Outcome Report for funding |  |  |  |  |

**10.0 Appendix**

*<Include reference to supporting documentation>*