**PROJECT PLAN**

***(INSERT HERE: THE NAME OF YOUR GROUP)***

***(INSERT HERE: THE LOGO OF YOUR GROUP IF YOU HAVE ONE)***

|  |  |
| --- | --- |
| **PROJECT NAME:** | *(Insert here: the name of your project)* |
| **RESPONSIBLE PERSON:** | *(Insert here: the name of the person writing the project plan)* |

**PURPOSE**

Helpful note:

This section is where you can briefly identify why your community group wants to do this project. It’s important to be able to provide a justification for your project because this will help to motivate your group, make sure your project stays meaningful and relevant and support with seeking funding or donations.

**OUTPUT AND DELIVERABLES**

Helpful note:

This list is for all of the specific, tangible things that your community group wants to achieve by completing this project (e.g. run an event, deliver fundraising activities, find new members, get new volunteers, donate items, create social connection, etc.)

1. *(Insert here: one thing that you intend to deliver or produce as a result of this project)*

*(Add other items if you have more deliverables to include or remove them if you don’t have as many)*

**BUDGET**

Helpful note:

It’s very important to be accurate with your budget planning. This section should clearly identify what items or services that you’ll need money for to purchase. Remember that there is lots of ways to potentially get items or services for free- check out the Community Toolkit for extra information.

|  |  |  |  |
| --- | --- | --- | --- |
| ITEM OR SERVICE | COST | SUPPLIER | FUNDING SOURCE |
| *(Insert here: the name of the item or service you need that is going to cost money)* | **$***(Insert here: the cost of the item or service)* | *(Insert here: the name of the business that will be selling you the item or service)* | *(Insert here: where the money will come from to pay for this expense)* |
|  | **$** |  |  |
|  | **$** |  |  |
|  | **$** |  |  |
|  | **$** |  |  |
|  | **$** |  |  |
| *(Add other rows if you have extra expenses or remove rows if you don’t have as many to purchase)* |  |  |  |

**PEOPLE INVOLVED**

Helpful note:

This table will help you to identify who you need to communicate with.

|  |  |
| --- | --- |
| PERSON OR GROUP | RESPONSIBILITIES |
| *(Insert here: the name of a person, group or business that will be contributing the project)* | * *(Insert here: the activities or functions that the person will be responsible for)*
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|  |  |
| *(Add other rows if you have extra people to include or remove rows if you don’t have as many people involved)* |  |

**TASKS AND TIMELINES**

Helpful note:

This table will help your community group to keep organised and on track so that you can complete your project on time.

|  |  |
| --- | --- |
| TASK | DUE DATE |
| *(Insert here: an important task/action that needs to be completed in order to complete the project)* | *(Insert here: the date by which the task needs to be completed)* |
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| *(Add other rows if you have extra tasks to include or remove rows if you don’t have as many tasks to do)* |  |

**RISKS**

Helpful note:

Unfortunately, everything that you do will come with some sort of risk involved. To help plan for this and stop future issues from derailing your project, it is valuable to consider potential risks when planning so that you can identify early how you can try and avoid them (e.g. wet weather, not enough money, volunteers get sick, someone gets offended, etc.)

|  |  |
| --- | --- |
| POTENTIAL RISK | WHAT CAN BE DONE TO AVOID OR MANAGE THE RISK |
| *(Insert here: something that could potentially go wrong and cause your group problems throughout the course of your project)* | *(Insert here: the date by which the task needs to be completed)* |
|  |  |
|  |  |
|  |  |
|  |  |
| *(Add other rows if you have extra risks to include or remove rows if you don’t have as many)* |  |

**OTHER RESOURCES TO DEVELOP OR VIEW**

Helpful note:

To effectively manage a project, it can be useful to develop some additional documents to make sure your project is as successful and smooth-running as possible. The Checklist below contains some common documents that people find useful when planning for and delivering a project. Some of these documents will not be relevant for your project, so it’s important to consider what fits the nature of your particular project. These resources can be found in the Wanneroo Community Toolkit.

|  |  |
| --- | --- |
| **RESOURCE** | **RELEVANT TO THIS PROJECT?** |
| Article: Develop Your Event Plan | 🞏 |
| Checklist: Test Your Ideas  | 🞏 |
| Course: Tips to Deliver Events on a $0 Budget | 🞏 |
| Factsheet: Ideas for Promoting Your Group or Project | 🞏 |
| Funding opportunity: Wanneroo Funding Finder | 🞏 |
| Instructions: How to Recruit New Volunteers | 🞏 |
| Promotion opportunity: City of Wanneroo Community Directory | 🞏 |
| Template: Run Sheet | 🞏 |
| Video: Developing a Fundraising Plan | 🞏 |
| Video: How to Start a Risk Management Plan | 🞏 |