

PROJECT PLAN TEMPLATE

Project Title:	
Commencement Date:	
Completion Date:	
Total Amount Requested:	
Funding Category:	
Contact Details:	
Alignment to Strategy:	

Challenge

- What is the situation that the project is trying to address?
- Why is this project needed?
- Why now?
- How do you know this need exists?

Evidence

Please share any key statistics, research reports, etc., that can demonstrate this challenge or need

Target Group

- Who is this project helping?
- How many people will be assisted?
- In what areas (geographically) do they reside?

Other Stakeholders

Is the organisation working with other organisations to deliver this project?

Goal or Aim

A goal is an overarching, long-term statement of achievement for a project or program. It's a brief, general statement outlining the long-term effect of your work. Projects generally should have only one goal, with many objectives supporting the accomplishment of that goal.

Example: To promote youth basketball and community engagement.

Objectives

Objectives are the specific means of measuring and accomplishing a goal. Having multiple objectives for a proposal is acceptable, but not too many. Each objective should be SMART.

'S' = 'specific'

'M' = 'measurable'

'A' = 'achievable'

'R' = 'relevant'

'T' = 'timely' or 'time-bound'

Example of a SMART Objective - *To increase the number of registered youth basketball players by 20% in the local community within the next nine months through targeted outreach programs and school collaborations.*

Outputs

Output is the physical result of your work. It's the number of meetings, the number of people served, the number of meals delivered, and the number of trainings your organisation will provide with the grant you're applying for. Outputs do not measure the change in behaviour or knowledge as a result of a grant's activities.

Example of Outputs

1. *Organise basketball workshops and skill-building clinics in local schools and community centres.*
 2. *Distribute promotional materials and flyers to raise awareness about youth basketball programs.*
 3. *Establish a user-friendly online registration platform for interested participants.*
 4. *Recruit and train additional basketball coaches and mentors to support the increased number of players.*
 5. *Collaborate with schools to incorporate basketball into their physical education curriculum.*
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Outcomes

Outcomes record the changes that occur as a result of your program. Outcomes are the difference you've made as a result of the outputs: the decrease in hunger, the decline in disease, the increase in a person's ability to care for themselves, etc.

Example of Outcomes:

1. *Increased youth basketball participation by 20% as measured by the number of registered players in the local community.*
 2. *Enhanced basketball skills and knowledge among participating youth through workshops and clinics.*
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3. *Improved community engagement and cohesion as more young individuals participate in sports and social activities.*
 4. *Increased interest and support for basketball programs among schools and educational institutions.*
 5. *Potential long-term benefits include improved physical fitness, teamwork, and leadership skills among the youth population.*
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Sustainability

How will those outcomes be sustained beyond the life of the project?

Milestones or deliverables

List key milestones or stages of the project with assigned completion dates.

Evaluation

How will you know you've achieved what you set out to achieve?

Assumptions, Dependencies & Constraints

Any assumptions made about the project plan, any project dependencies or constraints that have been imposed on this project

Budget

Include ALL costs, including staff and volunteer time and resources required to implement this project, including evaluation costs.

- Don't make figures up.
 - Get estimates or quotes from suppliers so accurate figures are included.
 - Has any other funding been received for this project? Details
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Risk Management

Are there any project risks to reputation/conflict of interest / WHS issues

What are the mitigation strategies?