**Project Name**

Project Plan

Date

Prepared by

**Prepared by:**

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# Project Background

Describe background to project.

# Project Purpose

Outline purpose of project.

# Project Objectives

The project objectives are:

|  |  |
| --- | --- |
| **Objective 1** |  |
| **Objective 2** |  |
| **Objective 3** |  |
| **etc** |  |

# Scope

## what does the project cover?

* List here

## what is not in the project i.e. outside of scope

* List here

# Outcomes

List project outcomes and anticipated benefits.

|  |  |
| --- | --- |
| **Outcome** | **Anticipated Benefit** |
| Description | Describe anticipated benefit/s |
|  |  |
|  |  |

# Tasks and Timeframes

List tasks and timeframes for each deliverable.

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Tasks** | **Timeframe** | **Due date** |
| Deliverable name | List tasks for each deliverable | Task duration | Deadline for tasks/deliverable |
|  |  |  |  |
|  |  |  |  |

# Roles and Responsibilities

List Project Manager and project team members – roles and responsibilities.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Responsibilities** |
| Project Manager |  |  |

# Communications Plan

***If project is $30,000+***, list communication strategies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What** | **Key Messages** | **Who** | **How** | **When** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Risk Management Plan

***If project is $30,000+***, list identified risks and mitigation plan for each.

|  |  |
| --- | --- |
| **Risk** | **Mitigation Plan** |
|  |  |
|  |  |

# Health and Safety Plan

If appropriate, include a health and safety plan.

Include where relevant: safety manager, site manager, hazard identification, first aid provision, management of volunteers, and any other health and safety issues.

# Project Reporting

Outline project reporting and timings.

# Other Supporting Information

Add other supporting information if required.