**Project Plan Template**

Last reviewed: xxx

**1. Summary**

* Briefly describe key work to date on this project
* Set out the purpose of this document
* Set out any other information that is fundamental to the project, e.g. key delivery partners

**2. Purpose**

* Set out the purpose of this project over the longest time applicable to this project
* This should not exceed the 3 years of the overarching team strategy, into which this project plan fits

**3. Objectives**

* Set out the objectives of this project over its next 12 months of delivery. If the project is shorter than 12 months, then set out the objectives for the entire period of its delivery
* Objectives should be SMART: Specific, measurable, actionable, relevant, time-bound
* Set out a summary of your core activities in chronological order – for a maximum of 12 months

1. **Target Audience**

* Who is this project targeted at? Be as specific as possible e.g. comms officers or migrations organisers or skill level, sector, etc.

1. **Links to wider organisational strategy**

Show how this project will work in alignment with your wider strategy

**7. Delivery Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-Project**  *Each sub-project that makes up the overall project* | **Activities**  *The individual activities that make up this sub-project* | **Outputs**  *The physical “products” we will create from these activities* | **Outcomes**  *The changes that will result from these activities* |
| ***Sub-project one*** |  |  |  |
| ***Sub-project* two** |  |  |  |

**8. Monitoring and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outcome**  *What is the change we’ll bring about? (taken from last column of section 6)* | **Indicator**  *What will tell us it’s happened?* | **Data Collection**  *How will we gather that information?* | **Responsibility**  *Who will do it?* | **Timescale**  *When will they do it?* |
|  |  |  |  |  |
|  |  |  |  |  |

**8. Team**

This table sets out the key areas of work that are required to deliver this project and plan how accountabilities for these areas will be distributed across the team. It is based on the “RACI” [[1]](#footnote-1)model for distributing accountability for project delivery.

NB mention any key external delivery partners here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Workstream** | **Key tasks** | **Accountable** | **Responsible** | **Engaged** |
| ***General area (e.g. project management or Recrtuiting Participants)*** | *Specific task* | *Person* | *Person* | *Person* |
| *etc* | *etc* |  |  |
|  |  |  |  |

**9. Budget for 2016**

|  |  |  |
| --- | --- | --- |
| **Resource required** | **Detail** | **Cost** |
| ***Thing*** | *Reason for or amount of thing* |  |
|  |  |  |
|  |  |  |
|  | **Total** | £xxx |

**10. Details**

* Any details which are key to note here i.e. that affect whole project plan

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1. * **The Accountable person**is the individual who is ultimately answerable for the activity or decision. This includes “yes” or “no” authority and veto power. Only one Accountable person can be assigned to an area of activity.
   * The **Responsible person(s)**is the individual(s) who actually complete the task. The Responsible person is responsible for action/implementation. Responsibility can be shared. The degree of responsibility is determined by the individual with the “Accountability”. Actively involved in decision making in that area.
   * **Engaged**: The people who provide information for the project and with whom there is two-way communication. This is usually several people, who are strategically important to the project, for example Board members.

   [↑](#footnote-ref-1)