1. **Project Plan**

**Project Name:**

**Project Start Date: Project End Date:**

*This document forms an essential part of your project. It is a statement of tasks that will be undertaken during the Project, a timeline for each key task and a list of who is responsible for the Project’s implementation. Please add lines as necessary.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What needs to be done?**  *List items in the order they will be done* | | **How you will do it?**  *Add individual steps as required* | **Who will be responsible?** | **What will show that you have done it?** | **Anticipated Completion Date** | **Status**  *Complete / In-Progress/Not Started* |
| ***Example:*** *(this row can be deleted)*  *Establish a Steering Committee* | | *- Identify skills required*  *- Consult with key stakeholders and community*  *- Draft proposed Terms of Reference*  *- Approach potential committee members*  *- Schedule 1st meeting* | *Project Manager, Consultant.* | * *Members appointed* * *1st meeting held,* * *Terms of Reference formally agreed and noted in minutes.* | 30 Sep 2011 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Project Risk Assessment**

**Project Name:**

**Project Start Date: Project End Date:**

*This document forms an essential part of your project. It is a way to understand and plan for any events that may impact the delivery of the project and strategies to manage those risks. Please add lines as necessary.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No**. | **Risk** | **Mitigation Strategy**  *How will the risk be managed?* | **Likelihood** | **Consequence** |
| ***Example:*** *(this row can be deleted)*   * *slippage in timelines* * *cost overruns* * *changes to financial contributions* | | * *Secure other funding partners* * *Confirm project timeframes with contractors* | * *Likely* * *Possible* * *Unlikely* * *Rare* | * *Insignificant* * *Minor* * *Moderate* * *Major* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **DECLARATION AND CERTIFICATION**

I, <Insert name of authorised person>, hereby certify that:

I am authorised for and on behalf of the organisation to provide this declaration, and that the information provided in this report (including attachments) is true and correct to the best of my knowledge.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Organisation Name** |  |
| **Telephone** |  |
| **Email** |  |
| **Date** |  |