**Project Name – PROJECT PLAN**

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| **Business/Organisation Name:** |  | **Project Plan version:** | V#  |
| **Address:** |  | **Date:** |  dd mmm yyyy |

**Project Manager Details:**

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| **Name:** |  | **Address:** |  |
| **Position:** |  | **Phone Number:** |  |
| **Organisation:** |  | **Email:** |  |

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| **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** | **Anticipated Completion Date** |
| ***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* | *Director Community Support XXXX* | *Members appointed,* *1st meeting held,* *Terms of Reference formally agreed and noted in minutes.* | 30 Sep 2011 |  |
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