**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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