Logo

Project Management Plan

## Project name:

File number:

|  |  |
| --- | --- |
| **Project Description:** |  |
|  |  |
| **Project Manager/s:** |  |
|  |  |
| **Key Stakeholders (please list):** |  |
|  | *\*denotes project steering group membership* |
| **Funding agencies:** |  |
|  | *\*denotes project steering group membership* |

**Project Scope:**

|  |  |
| --- | --- |
| In scope: | Responsibility: |
|  |  |
| Out of scope: | Responsibility: |
|  |  |
| Uncertain: | To be determined by: |
|  |  |

## **Risk Plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Impact On Project** | **Risk\* Rating** | **Risk Plan or Mitigation Strategy** | **Person Responsible** | **In Place By** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# *\*Rating = Probability that the risk will happen (H,M,L) x the Severity of the Impact if it does (H,M,L).*

|  |  |  |  |
| --- | --- | --- | --- |
| HxH = H | HxM = H | HxL = M | MxL = M |

## **Communication Plan:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are we communicating / doing?** | **Who’s responsible?** | **When?** | **How?** | **Comments** |
| Community updates |  |  |  |  |
| Progress reports (funding agencies) |  |  |  |  |
| Project Steering Committee meetings |  |  |  |  |
| Acknowledgements |  |  |  |  |
|  |  |  |  |  |

## **Roles and Responsibilities:**

|  |  |
| --- | --- |
|  |  |
| Contacts* *………………..* will be the Committee’s designated contact person in relation to the project (ph …………).
* *………………..* will be the Committee’s designated contact person in relation to grant management (ph …………..)
 | * *………………..* will be the Committee’s designated contact person to liaise with Council in relation to the project (ph …………..)
 |
| Project Management* The Project Control Group will oversee the delivery of the project.
* The ………………Committee will be responsible for project management in partnership with the Project Control Group.
* The Committee will appoint a suitably qualified project manager to manage the day to day delivery of the project.
* *………………..* will represent the Committee on the Project Control Group to oversee the delivery of the project.
* The project manager will be a member of the Project Control Group.
 | * The Project Control Group will oversee the delivery of the project.
* *………………..* will represent the ………………… Committee on the Project Control Group to oversee the delivery of the project.
 |
| Plans and Specifications* ………………Committee will be responsible for the preparation for tender of design plans and specifications for the multipurpose centre.
* ………………Committee will develop these in partnership with and to the satisfaction of the Project Steering Group.
* ………………Committee will be responsible for the tendering process associated with this project.
* ………………Committee will be responsible for seeking any required building and planning permits.
 | * The ………………Committee, as the key driver of the project and member of the Project Control Group, will develop these in partnership with and to the satisfaction of ………………Committee.
 |
| In Kind Contributions* The ………………Committee will provide the Committee with the requirements for recording in-kind contributions.
 | * The ………………Committee will be responsible for the recording of in kind hours worked on the project. This includes keeping records of the donation of materials and the record of in kind hours worked.
 |

|  |  |
| --- | --- |
| Reporting & Acquittal* *………………..* will, in partnership with the Project Control Group, prepare and submit payment and reporting documentation to the following funding agencies as required*- ………………..*

*- ………………..** The ………………Committee will submit all payment and report documentation to the funding agency.
* The ………………Committee will keep copies of all publicity and newspaper articles about the project and associated works.
 | * The ………………Committee will keep a photographic record of the project as required by funding agencies and provide to Council to enable the completion of reports.
 |
| Financial Management and Transactions* The grant funds will be paid to, and managed by, the ………………Committee on behalf of the ………………Committee.
* The ………………Committee will place all purchase orders and pay the accounts for the project and manage the GST.
* The ………………Committee will not be responsible for any financial shortfall for the project.
* The ………………Committee will provide a record of financial transactions to the ………………Committee as and when required.
 | * The ………………Committee will pay to their financial contribution for the project as specified in their application, on receipt of an invoice from the ………………Committee.
 |

##### Signatories

|  |  |  |
| --- | --- | --- |
| On behalf of *………………..* |  | On behalf of *………………..* |
| *Name (Print):* |  |  | *Name (Print):* |  |
| *Position:* |  |  | *Position:* |  |
| *Signed:* |  |  | *Signed:* |  |
| *Date:* |  |  | *Date:* |  |