This plan should demonstrate a clear approach to managing your project by outlining the key tasks as well as realistic timeframes to ensure the project is implemented with the grant timeframes. This will be used in the development of your Funding Agreement.

**Organisation: Project Title:**

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

**Project Outcomes** (What will your project achieve?).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Milestone**(list key milestones of the project in the order they will be undertaken) | **Tasks** (What are the important tasks that need to be completed for this milestone to be achieved?) | **Performance Indicators** (How will you measure the success the success of this task? Describe how you will know if you have achieved what you set out to achieve?) | **Time Frame** (when will it be done by?) | **Additional Comments** (include any considerations about this task and management of any potential risks) |
| *E.g. Promotion*  | *Design and print flyer. Distribute to community networks* | *Flyer designed. Flyer printed.*  | *July 2017.*  | *Budget of $300 for flyer design.*  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |