**WORK PLAN TEMPLATE**

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 within the grant timeframes.

**Organisation: Project Title:**

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

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

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| **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 2021.* | *Budget of $300 for flyer design.* |
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