

## Project Plan

Project Title:

Project Manager:

Why are we doing this project?

In this project a Community Plan priority?  Yes  No

Overall timeframe proposed Start:

Finish:

## Project Team

| Team members' names | Prime responsibility |
|---------------------|----------------------|
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## Existing Plans

|                                 |  |
|---------------------------------|--|
| Master Plans                    |  |
| Building plans / soil tests etc |  |
| Business plans                  |  |
| Event plans                     |  |

## Project Deliverables and Outcome

|   |  |
|---|--|
| Deliverables (what are the product or services we will achieve) |  |
| Outcome (what will the project look like)                       |  |
| Success indicators (how will we know we succeeded?)             |  |

## Consultation

### External Stakeholders (who will be affected by this project?)

| Name | What is their interest? | Role (if applicable) |
|------|-------------------------|----------------------|
|      |                         |                      |
|      |                         |                      |
|      |                         |                      |
|      |                         |                      |
|      |                         |                      |

### Internal Stakeholders (who will be affected by this project?)

| Name | What is their interest? | Role (if applicable) |
|------|-------------------------|----------------------|
|      |                         |                      |
|      |                         |                      |
|      |                         |                      |

## Action Plan

| Major tasks/milestones | Responsible Person | Start Date | Finish Date |
|------------------------|--------------------|------------|-------------|
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### Equipment and Physical (In Kind) Resources

| Resources | Number/Amount | Source |
|-----------|---------------|--------|
|           |               |        |
|           |               |        |
|           |               |        |

### Financial Resources

|                 |  |  |
|-----------------|--|--|
| Our Funds       |  |  |
| External Grants |  |  |
| Fund raising    |  |  |

### Quotes

| Service / Product | Value | Supplier |
|-------------------|-------|----------|
|                   |       |          |
|                   |       |          |
|                   |       |          |
|                   |       |          |
|                   |       |          |

### Other comments: