**Sample project plan**

A project plan should be created as soon as the project is ready to be funded and before you start the grant application.

Preparation is the key to produce a quality project plan. Allow yourself plenty of time to coordinate with stakeholders, obtain supplier quotes, receive information from external partners as well as gathering data.

**Why do I need a project plan?**

Creating a project plan is the best possible chance of success. A clearly outlined project plan will help determine if the project meets the eligibility criteria and guidelines of the grant application.

For project plan questions, contact our Council Community Grants officer on 9366 3671 or email [grantsanddonations@bayside.nsw.gov.au](mailto:grantsanddonations@bayside.nsw.gov.au)

**Sample plan:**

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| --- | --- |
| Project name: | |
| Project commencement date: | Project completion date: |
| Project coordinator: | |
| Project description: (A brief summary on aim/community need for the proposed project) | |
| Project goal: (How are you addressing the identified need?) | |
| Project activities: (What do you need to implement your project?) | |
| Expected outcomes: (What do you hope to achieve from completing this project?) | |
| Success measure: (How will you measure project success?) | |
| Risk management: (Will there be conflict of interest / WHS issues?)  If yes, how will this be handled? | |