Project planning your Skilling Queenslanders for Working project

2023

1. The value of project planning

2. Elements of a project plan

3. Tools to assist you

Project planning is a methodology or process for completing a project in a specific timeframe, with a certain allocation of resources, and with a predetermined outcome.

The importance of project planning for Skilling Queenslanders for Work

- Heavy reliance on partnerships – these need to be maintained

- SQW projects include multiple stakeholders

- Limited resources, within a pre-approved budget

- Expected KPI's by the funder

- Participant groups may need you to be adaptive

How do you effectively deliver a project?

By completing a project plan!

Project planning your Skilling Queenslanders for Work project

qcoss

[Write your project name here] Project Plan

Introduction: Project planning is a critical process for any organisation wanting to ensure their resources are used effectively and their KPIs are met. For organisations delivering Skilling Queenslanders for Work (SQW) projects, it is likely you have multiple stakeholder relationships to keep track of, partners to work with, and participant support to organise. Having a project plan will ensure that you have enough time allocated to the parts of your project that are crucial to its success. Success sets your organisation up for future opportunities.

You can use this template to write a project plan for your SQW project. **Delete this introduction, and any instructional highlighted content as you begin to replace it with your own.**

Remember, project planning is an iterative process. One of the reasons community-based organisations are great at delivering SQW projects is that community-based organisations are adaptive to the needs of participants and service users – this adaptiveness may need to be applied to your project planning. Regularly review and update the plan as the project progresses and circumstances change. Forward planning and flexibility work hand-in-hand in project planning in small not-for-profit organisations where conditions may evolve rapidly.

The person who is likely to be leading the project should fill out the project plan, as they are most familiar with how the project is likely to unfold, according to the funding proposal that was submitted and approved. After filling in the project plan, you should meet with all who are going to be involved with delivering the project to ensure everyone understands the purpose of the project, and the aspects that they will be responsible for or contributing to.

Scope
A project scope identifies the high-level details of the project – the purpose, the deliverables and the timeframe. These details make it easy for someone coming into the project to know what the project is about.

Key Objectives   Write the aim of your project here. This should be clear in your project funding proposal. For example:
- Deliver an inclusive and tailored learning program to young people in the Bowen community with the aim of supporting them into employment at the end of the project.

Outcomes   Write your outcomes here. For SQW projects, this will usually include an outcome around the delivery of training and an outcome to support participants into employment or further learning. You will be able to find our intended outcomes in your project funding proposal. For example:
- Deliver a Certificate 1 Construction to 20 young people in the Bowen community
- Provide wrap-around support and resources to our participant group so they gain employment at the end of the project

Deliverables   Include the specific things you will deliver. Keep in mind the different support and assistance required for participants. You could break the deliverables

Understanding the scope of your project

Key objectives

This should be clear in your project funding proposal.

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Outcomes

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For example:

- Deliver a Certificate 1 Construction to 20 young people in the Bowen community

- Provide wrap-around support and resources to our participant group so they gain employment at the end of the project

Deliverables

What are some of the deliverables you would include in your own project plan?

Internal and external stakeholders

Internal Stakeholders

- Project staff working with participants directly

- Finance officer who will be responsible for financial acquittal

- Project staff writing the monthly reports

External Stakeholders

- Registered Training Organisation

- Local employers

- Local businesses providing resources

- Department of Youth Justice, Employment, Small Business and Training

Communication

Audience	Why	What and by when
Who needs to know about the program?	Why do they need to know?	What do they need to know, and when do they need to know it?
For example: Local young people who are not currently engaged in learning or employment.	For example: So they can consider participating in the program.	For example: The details of the program, including the qualification being delivered, the support provided and the commitment involved four weeks before sign on.
For example: Registered Training Organisation	For example: To allow for adequate planning for qualification delivery.	For example: Delivery schedule and participant learner needs by [date].

Budget

- **Learner support**
  - Staff wages
  - Administration
  - Materials and Equipment
  - Other

- **Management fee**

- **In kind contributions**

Quality Control

Projects should have some quality control mechanisms to ensure the project progresses towards your deliverables.

One quality control is monthly progress reports.

Progress Report (Enter month and number of report)

Project Details

Project name	
Organisation	
Agreement commencement date	
Agreement number	
Authorised contact person	
Authorised contact phone	
Project coordinator	

Progress Report

How is the project progressing?
Include details of general progress, progress against targets and any training delivery or financial management issues.

Provide details of any changes that have had to be made to the project.
Note: This does not exclude the requirement to formally write to the department requesting approval to vary the project scope.

Provide any good news stories if available and/or attach copies of any media stories. Please also ensure all necessary consents (from a privacy/confidentiality perspective) are obtained from persons to be featured in the good news and/or media stories.

Provide outline of barriers, if any that have been encountered with this project to date, including any resolution if available.

Provide any other information or copies of documentation required in the Key Performance Indicators outlined in Appendix 3. Please specify the Key Performance Indicator/s being addressed.

Assumptions and Risks

Risk #	Risk Description	Consequences	Recommendations for mitigating	Risk Rank
1.	For example: Wet weather prevents onsite construction experience.	For example: Participants cannot engage in the worksite experience as planned.	For example: If wet weather is short term, arrange alternative date for onsite experience. If wet weather is prolonged, arrange alternative experience with Council who have an undercover area requiring maintenance.	Medium
2.	For example: RTO trainer changes partway through the project.	For example: Project participants may find it difficult to connect with new trainer, and this may disrupt their progress	For example: We will meet with new trainer as soon as possible to ensure they understand the needs of the participant group. Learning plans will be kept up to date and provided to the trainer. CBO will provide participants with support during the transition period.	High

Evaluation

Outcomes	This will be measured by	Process to collect relevant data
For example: Deliver a Certificate 1 Construction to 20 young people in the Bowen community, with 80% (16) completing the qualification.	For example: Listing the number of participants who complete the Cert 1.	For example: Qualification provision at the end of the project.
For example: Support project participants into employment or further learning, with 70% (14) either in jobs or enrolled in learning at the end of the project.	For example: Documenting how many participants gain employment, or go on to enrol in further learning at the end of the project.	For example: Employment or learning status update when participants exit the project.

Other resources to assist you

www.monday.com

www.asana.com

www.clickup.com

Research and Evaluation Resources Hub

https://communitydoor.org.au/resources/research-and-evaluation

YouTube play list

https://www.youtube.com/playlist?list=PLI_5shzVp2f-fX8evJvcPzD80sa-QcVk6

QCOSS Data Hub

https://www.qcoss.org.au/data/

Upcoming Event

Tips and Tricks for you Skilling Queenslanders for Work application

https://www.qcoss.org.au/events/sqw-tender-writing-wkshop-statewide/

Are you ready to submit your Skilling Queenslanders for Work funding application? Before you hit "submit", join us to review our top tips and tricks that will ensure your application is as strong as possible.

Full of suggestions we've learnt along the way from other applicants and those who assess the applications, this is a great session to attend if you want to give your application an extra edge.

- Date: Thursday, 14 September 2023
- Time: 1:00pm to 2:00pm
- Location: Online via Microsoft Teams

Thank you, and good luck!

Keep an eye out for our follow up email which will contain lots of resources and useful information.

Please let us know what you thought of the workshop.