[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. This project plan differs from the project plan you would have completed as part of your SQW funding application. An alternative named for this is a project implementation plan. **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

down into strategies to assist, planned delivery strategies and tailored support and assistance. For example:

- 26-week learning program delivered by [Registered Training Organisation]
- Strategies to assist:
    - Three job preparation morning teas, hosted by [community partner]
- Tailored support and assistance:
    - Language, literacy, and numeracy assistance
    - Transport assistance

Timeframe	When will the project begin and end?

Timeline

The project timeline should plot deliverables against points in time between the commencement of the project to the end of the project.

Description of deliverable(s)	Due date

Write each separate deliverable in a new row along with its corresponding due date. You might include deliverables such as:
 	
- Meet with partners to confirm project timeline.
- Create promotional material to share with potential participants.
- Organise sign up day for participants.
- Confirm participant group.
- Meet with Registered Training Organisation (RTO) to discuss learner needs.
- Identify wrap around support. For example:
   – Development and review of individual Training and Support Plan
   – Resume Writing Workshop
   – Job Interview Practice Day
   – Worksite Visit to Community Employer.
- Arrange work experience days for participants.
- Finalise any participant support required post-project.
- Monthly reports to Department Youth Justice, Employment, Small Business and Training (DYJESBT).
- Finalise financial acquittal.
- Final report to DYJESBT.
 	
Note: this is not an exhaustive list, but some of the things you may include depending on which SQW program you are funded to deliver.
	Click or tap to enter a date.

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Internal Stakeholder Mapping

It is important that everyone who has involvement or responsibilities within the project are aware of this from the beginning. That way no one is surprised when a deadline with their name against it comes up. This process will also alert you to any issues such as key staff on leave or overlap with other projects which may cause internal capacity challenges.

Person	Deliverable and Responsibility
Name and position of staff member	For example: Responsible for managing partnerships, including the RTO and local employers
Name and position of staff member	For example: Responsible for writing and submitting all reports, including monthly reports and final report to DYJESBT

External Stakeholder Mapping

Writing out your external stakeholders and what the nature of their involvement is in your project ensures you don't miss any key partners or contacts and that your internal team are clear about how involved those stakeholders are.

Stakeholder	Nature of involvement
For example: Registered Training Organisation	Choose an item.
For example: Local employer	Choose an item.
For example: Local business providing resources	Choose an item.
For example: Department Youth Justice, Employment, Small Business and Training (DYJESBT)	Choose an item.
	Choose an item.
	Choose an item.

Communication

Communication is key, particularly with so many stakeholders involved. If you have someone within your organisation to help with communications, they will need to know what materials need to be developed or shared. Other communication is vital to the project being successful, such as the RTO having information about the learners they will be engaging with.

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 about the program and when do they need to know it by?**
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].
For example: Local employers	For example: To keep informed about project progress	For example: Project timeline, including any activities or events that local employers expressed interest in participating in, or hosting (as detailed in letters of support)

Budget

You will have completed a comprehensive budget for your funding proposal. You could insert that here or enter the details below.

Staffing for this project would require:

- Name position/s and estimated weekly hours

In kind contributions committed to this project include:

- Detail in kind contributions here (as detailed in letters of support)

The estimated non-staffing costs required to deliver this work are:

For example: Administration	$#
For example: Materials and equipment	$#
For example: Other delivery costs	$#
For example: Management fee	$#
Total Expenses	**$#**

Quality Control

Projects should have some quality control mechanisms to ensure the project progresses towards your deliverables. You don't want to realise, in the final month of your project, that you won't be able to meet your KPIs because not enough work has been done. Quality control measures also ensure that the work you deliver is high quality. You might write for example:

The project will be managed by the following quality controls:

- Monthly reports to DYJESBT
- Fortnightly meetings with trainer from RTO to discuss learner progress

Assumptions

An assumption is something that you believe to be true but that has not been verified. It is important to be as clear as possible about any assumptions being made so you can identify where additional information is required and what risks there might be. You might write for example:

The project plan is developed with the following assumptions:

- We will be able to fill participant spots in the program through our usual engagement channels.
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Risk Identification

Identifying risks at the outset ensures you are ready to respond to potential challenges. It also helps you assess if risk mitigation is needed before the project commences.

Risk #	Risk Description	Consequences	Recommendations for treating or 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 asap 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
3.				Choose an item.

4.		
5.		
6.		

Evaluation Framework

This is where you record what outcomes you are expecting, and how you will measure those indicators. As you will be submitting monthly reports to DYJESBT, it's important to know how you will be collecting the information you need and how regularly you need to do this. Evaluating your work is also an important part of setting yourself up for future success as you will be able to evidence the good work your organisation has previously done.

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.

Approvals

You may have internal policies which dictate who should have oversight of projects and final sign off on a project plan.

Project Manager	Insert name here	Date: Click or tap to enter a date.

CEO/Director	Insert name here	Date: Click or tap to enter a date.