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# Strathbogie

SHIRE COUNCIL

## Sample Project Management Plan

**Project Name/Location**



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## 1 Document purpose

This Project Plan states how and when the objectives of the project will be achieved, details of the major products, activities and resources required of the project. The plan provides the baseline for the lifecycle of the project and should be updated with changes against the baseline.

## 2 Objectives

The project's objectives are:

## 3 Benefits

The following benefits have been identified:

## 4 Roles and responsibilities

Roles	Responsible For:	Name
Project Owner	Success of Project Project Reporting, Budget , Stakeholder Consultation & Deliver	Marg Steel
Project Manager	Authority to Act / Review Project Resource Allocation, Monitor& Deliver	Riley Ford
Communication Manager	Engage stakeholders, keep community updated on project progress, keep Council abreast of project	Larry Jones
Risk Manager	Creation of risk profile for the project and ongoing review of risks. Overall responsibility to ensure risk mitigation strategies are implemented	Phyllis Stock
Finance Lead	Responsible for payment of invoices and finance reporting to project owner. Responsible for acquitting funds for Council	Barry Lowe

## 5 Project Plan

Task	Start Date	Finish Date	Who is responsible?
<b>Planning</b>			
Identify stakeholders	Feb 23	Mar23	Project Coordinator/team
Planning consultation	4/4/23	10/4/23	Project Coordinator/stakeholders
Obtaining required permissions/approvals	1/3/23	30/3/23	Project Coordinator
Confirm Quotes	1/4/23	14/4/23	Project Coordinator
Confirming partner contributions	14/4/23	16/4/23	Project Coordinator
Completing design work	18/4/23	30/4/23	Project Coordinator/team
Finalising plans	18/4/23	30/4/23	Project Coordinator/team

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Booking venues	1/8/23	30/8/23	Project Coordinator
Confirm costs	1/8/23	30/8/23	Project Coordinator
Securing tradespeople	1/8/23	30/8/23	Project Coordinator
<b>Delivery</b>			
<b>Conducting promotional activities:</b> Design and distribution of flyers, social media posts and design/order teardrop flag.	1/9/23	14/9/23	Project coordinator
Conducting planned activities/workshops	30/9/23	7/10/23	Project coordinator
Purchasing needed equipment/supplies	30/9/23	30/10/23	Grants Officer/Project coordinator
Completing any required works	30/10/23	30/11/23	Project Coordinator/team
Celebrating achievements/launch/media stories	1/12/23	1/12/23	Grants Officer/Project coordinator
<b>Acquittal</b>			
Paying outstanding accounts	May 23	May 23	Treasurer
Reconciling your income and expenditure	May 24	May 24	Treasurer
Gathering your evidence of completion	May 24	May 24	Grants Officer/Project coordinator
Complete online acquittal form and submit to Council via Smarty Grants	May 25	May 30	Grants Officer/Project coordinator
Thanking or recognising contributions of partners and volunteers.	June 1	June 5	Project team

**ROLES & RESPONSIBILITIES PLAN TEMPLATE**

<b>Roles</b>	<b>Responsible For:</b>	<b>Name</b>

## PROJECT PLAN TEMPLATE

Task	Start Date	Finish Date	Who is responsible?
<b>Planning</b>			
<b>Delivery</b>			
<b>Acquittal</b>			