**Project Plan Template**

Club name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

Project name

Project committee (names and positions, e.g. Joe Blogs – coach, Fred Cash – Treasurer, Sam Smith – Club Member, Fiona Wright – Local School Teacher)

Consultation (e.g. Planning meeting held, 18 people came along including parents, coaches, the president and the treasurer along with our regional development officer)

Identified need (this will support information in the need section of the application form*)*

Project objectives (this will support information in the program priorities section of the application form)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Responsible person (who) | Accreditations?  Blue Card etc. | Timeframes (when) | Resources (cost/Budget) |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Additional resources

Communication

Monitoring and reporting

|  |  |  |
| --- | --- | --- |
| Measure | Prior to project | On completion of project |
|  |  |  |
|  |  |  |
|  |  |  |
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