BasicProjectManagementPlan

**ProjectDetails**

|  |  |  |
| --- | --- | --- |
| **ProjectName** |  |  |
| **ProjectManager** |  |  |
| **ProjectTeamMembers** |  | **1: 2:** |
| **3: 4:** |
| **ProjectDescription**(pleaseprovidespecificdetails) |  |  |
| **ProjectPurpose**(whyyouneedtheprojectandthebenefitstoyourclub) |  |  |

**ProjectTimeframes:**

|  |  |
| --- | --- |
| **Milestone** | **Date** |
|  |  |
| DesiredProjectStart: |  |
| DesiredProjectFinish: |  |
| EstimatedConstructionTimeframe:(from sod turnto hand‐over) |  |

**ProjectKeyMilestones:**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **When?** | **TickWhenCompleted** |
| Designs&SiteMap |  |  |
| Quotes |  |  |
| ConsultationwithCouncil |  |  |
| FundingSourcesIdentified |  |  |
| LandTenure(doyouhavepermission/lease/righttooccupyoftheproposedlocation) |  |  |
| EngageContractor |  |  |
| BuildingApproval |  |  |
| CommenceConstruction |  |  |
| CompleteConstruction |  |  |
| FinaliseProject |  |  |

**ProjectBudget:**

|  |  |  |
| --- | --- | --- |
| **Pre‐Construction** |  | Designs $ |
| ProfessionalFees $(egEngineeringServices) |
| CouncilApprovals $ |
| ***Sub‐Total= $*** |
| **Construction** |  | SitePreparation $ |
| ProjectConstruction $ |
| SiteRemedialWorks $ |
| ***Sub‐Total= $*** |
| **ProjectContingency** |  | Pleaseallow5‐10% $ |
|  |  | **TOTALPROJECTCOST= $** |
|  |
| **SourceofFunds****CONFIRMED** |  | ClubContribution $***(confirmedYES/ NO)*** |
| In‐KindGood&Services $***(confirmedYES/ NO)*** |
| Loans(Bank/ Personal) $***(confirmedYES/ NO)*** |
| Donations $***(confirmedYES/ NO)*** |
| LocalGovernmentGrant $***(confirmedYES/ NO)*** |
| OtherGrantFunding $***(confirmedYES/ NO)*** |
| ***TOTALFUNDING= $*** |
|  |
| **TotalProjectSurplus/ Shortfall** |  | TotalProjectCostlessTotalFunding **$*****(ifshortfallputamountinbrackets)*** |
|  |
| **WholeOfLifeAssetCosts** |  | ReplacementValueofAsset=***(Calculate$1,000persquaremeterof* $*****constructionspace)*** |
| Maintenance&RenewalCosts= **$*****(Calculate2.5%of ReplacementValueof******Asset)*** |
| **Howwillyourclubaccountfor theWholeofLifeAssetCosts?** *(pleasedescribeeg:in‐kind,existing budget,increaserevenue)* |  |  |