## Project Title:

## Project Plan

### 1.1 Project Description (1000 words max total)

Provide a description of the project and expected project outcomes.

### 1.2 Project Team and Partners (1000 words max total)

Provide evidence of sufficiently qualified resources to allocate to the project and a strong project governance plan.

**Description of resources for project**

Detail the qualifications and relevant experience of each team member and the role that they will play in delivering the project.

**Provide a list of project team roles, positions, and responsibilities.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Roles** | **Person and Position** | **Organisation *(if relevant for project partners)*** | **Responsibilities** |
| *Project Sponsor* |  |  |  |
| *Project Manager* |  |  |  |
| *Other Project roles* |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Project collaboration (delete if not relevant)**

Describe any collaborative arrangements and how the collaboration will enhance the project outcomes.

### 1.3 Project Management (300 words max)

**Description of project management approach and reporting**

Describe how often the project team will report to the project manager on progress. If collaborative partners are involved, how often will teams meet to update on progress and share information, what format will these updates take (written, email correspondence, virtual meetings, in person meetings, etc). How will project risks be monitored and managed, how will the project budget and timeline be monitored and managed. Describe who will be responsible for fulfilling reporting requirements to Victorian Government.

**Provide a project timeline and milestones**

This section forms an essential part of your application. If your application is successful, it will be used in the development of your Funding Agreement.

*Note: Add more rows if necessary to the table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Milestone description (please include reportable outcomes that will be achieved for each milestone) | Start Date (Month) | End date (month) | Estimated Cost |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

**Project Budget (excluding GST)**

*Note: Add more rows if necessary to the table below.*

|  |  |  |
| --- | --- | --- |
| **Details of Project Expenditure** | **Cost funded through SHAP grant request** | **Cost funded by applicant co-contribution (if relevant)** |
| **Staffing costs** | $ | $ |
| **Equipment/machinery costs** | $ | $ |
| **Technology costs** | $ | $ |
| **Access costs** | $ | $ |
| **Other** | $ | $ |
| **Total Cost** | **$** | **$** |

### 1.4 Risk Management Plan

**Provide a description of any anticipated project risks and mitigation strategies (include at least five project risks).**

***Note:*** *Common risk categories are: project requirements; benefits; schedule; budget; deliverables; scope; IP; suppliers; communication; and resourcing. You may wish to include some or all of these, dependent on your project.*

| **Risk ID Number** | **Risk Category -** Category of the risk to the project (see note above) | **Risk Description -** Brief description of the risk to the project | **Impact –**  The effect it will have on delivery of project (e.g. high, medium, low) | **Likelihood -** How likely is it to occur (e.g. high, medium, low) | **Mitigation Strategy -** What actions has the organisation undertaken to limit this risk? |
| --- | --- | --- | --- | --- | --- |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |