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| Version No: |  |
| Date last updated: |  |
| Prepared by: |  |
| Approved by: |  |
| **Project Name:** |
| **Background:** Provide a brief background to the project. What are the issues or problems that led to this project being developed? Why is this project needed? Relevant reports and data examining the issues should be included if applicable. |
| **Objectives**: What are the key issues or problems that the project will address? What will the project deliver? |
| **Scope:** Inclusions / exclusions |
| **Constraints:** |
| **Commencement of Project** Anticipated Start Date: |  | **Completion of Project**Target Completion Date: |  |
| **Key Tasks, Deliverables & Timeframes:** |  |
| **Stakeholders & Potential Partnerships :** This section will require stakeholder analysis to identify who needs to be consulted and may potentially need to be involved in some way throughout the project to ensure the best level of engagement of stakeholders and their ownership of the project outcomes.In addition potential partnerships should be explored if deemed advantageous to the outcomes of the project. |
| **Consultation:** |
| **Evaluation Plan:** This Project Plan is to be updated monthly. Surveys to be conducted with Program Participants at the commencement of the Program, and at intervals of 6 & 12 months.  |
| **Project Costs:** Source of budget (who will be paying for what and when?) Budget allocation and breakdown of costs including staffing, consultants, training and transport. |
| **Project Manager:**  |
| **Project Regulations:** This section will detail the Project Team & reporting requirements. Please note if there is a Steering Committee. |