# Schedule 4: Project Plan and Risk Assessment Template – Tiny Towns Fund

This document is solely designed to support Tiny Towns Fund grant recipients prepare a project and risk plan for Tiny Towns funded projects.

## Project Plan

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| --- | --- |
| **Project Name** |  |
| **Project Start Date** |  |
| **Project End Date** |  |

This document forms an essential part of your project. It is a statement of tasks that will be undertaken during the Project, a timeline for each key task and a list of who is responsible for the Project’s implementation. **Note:** You must provide a Project Plan if one has been stipulated in the **Payment Schedule (Schedule 1) of your grant agreement.**

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| **Project Task**  What needs to be done?  List items in the order they will be done | | **Project Actions**  How will you do it?  Add individual steps as required | **Responsible party**  Who will be responsible? | **Project Deliverables**  What will show that you have done it? | **Anticipated Completion Date** |
| *Example: (this row can be deleted when submitting the application)*  Establish a Steering Committee  *Please add rows as necessary.* | | * Identify skills required * Consult with key stakeholders and community * Appoint Contractor * Approach potential committee members * Schedule 1st meeting | Project Manager, Consultant. | Members appointed  1st meeting held,  Terms of Reference formally agreed and noted in minutes. | 15/04/2025 |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

## Project Plan - Project Risk Assessment

Risk (rare unlikely, possible, likely, almost certain) consequence (significant, minor, moderate, major, critical), steps to reduce the likelihood impact of risk   
(low/medium/significant/high).

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| **Number** | **Risk**  What is the risk? | **Mitigation Strategy**  How will the risk be managed? | **Likelihood** | **Consequence** |
| ***Example:*** *(this row can be deleted)*  Add lines as necessary. | Details of the potential risk:  slippage in timelines  cost overruns  changes to financial contributions  Planning Permits and Approvals | Secure other funding partners  Confirm project timeframes with contractors | * Likely * Possible * Unlikely * Rare | Details of potential consequences   * Insignificant * Minor * Moderate * Major |
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