# 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 appointed1st 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 timelinescost overrunschanges to financial contributionsPlanning Permits and Approvals | Secure other funding partnersConfirm project timeframes with contractors | * Likely
* Possible
* Unlikely
* Rare
 | Details of potential consequences* Insignificant
* Minor
* Moderate
* Major
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