**Rural and Regional Victoria (RRV)**

**Project Management Plan**

**What you need to know before completing this form:**

**Privacy and Commercial Confidentiality**

The Department of Jobs, Precincts and Regions (DJPR) is collecting your personal information such as your name and contact details to assess your eligibility for grant funding and to contact you about your application. Your information will be held by DJPR and be managed in accordance with the Privacy and Data Protection Act 2014 and the Public Records Act1974. For more information, go to the Department's [Privacy Policy](https://business.vic.gov.au/privacy).

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| **Applicant Details** |
| **Name of Organisation:** |  |
| **Name of contact person:** |  |
| **Role within organisation:** |  |
| **Phone/Direct:** |  |
| **Mobile:** |  |
| **Email:** |  |

**Project Plan**

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| --- | --- |
| **Project Summary/Outline** * *Purpose*
* *Business and policy context*
 | * *Purpose*
* *Business and policy context*
 |
| **Project Title** |  |
| **Background Information***Provide any relevant background information on the project* | *[Provide any relevant background information on the project]* |
| **Project Scope***Describe the scope of the project* | *[Describe the scope of the project]* |
| **Objectives***An objective is a high-level description or statement of the overarching rationale for why the project is being conducted and should be directly related to the business, corporate and/or community driver(s) for the project. It focuses on what the project is going to achieve, rather than what is produced. A project can have one or more objectives, which do not need to be measurable. Each should be listed as a single sentence and tie back to aim and outcome sections of the application.* | *[An objective is a high-level description or statement of the overarching rationale for why the project is being conducted and should be directly related to the business, corporate and/or community driver(s) for the project. It focuses on what the project is going to achieve, rather than what is produced. A project can have one or more objectives, which do not need to be measurable. Each should be listed as a single sentence and tie back to aim and outcome sections of the application.]* |
| **Project Complexity***Provide a statement as to the expected complexity of the proposed project as well as an outline of how you have made this assessment. This information provides program administrators, stakeholders and senior management with the opportunity to discuss and agree the complexity of the project. This matter should have been considered in the associated feasibility study and/or business case.**For example: the project includes several interconnected and interdependent parts that must be completed in sequence to ensure the projects successful delivery, these include ... and/or the project involves complex stakeholder management considerations including …* | *[Provide a statement as to the expected complexity of the proposed project as well as an outline of how you have made this assessment. This information provides program administrators, stakeholders and senior management with the opportunity to discuss and agree the complexity of the project. This matter should have been considered in the associated feasibility study and/or business case.**For example: the project includes several interconnected and interdependent parts that must be completed in sequence to ensure the projects successful delivery, these include ... and/or the project involves complex stakeholder management considerations including …]* |
| **Potential Benefits***Outline any perceived benefits to the application, proponent, community and/or business from undertaking the project. These will be longer-term and the project must also identify measurable outcomes as part of the proposed scope.* | *[Outline any perceived benefits to the application, proponent, community and/or business from undertaking the project. These will be longer-term and the project must also identify measurable outcomes as part of the proposed scope.]* |
| **Consultation***List consultation undertaken with which stakeholders and their levels of support. Also list any future consultation that still needs to be undertaken, taking into consideration any necessary consultation with Traditional Owner Corporations, Aboriginal Victorians, Local Government Authorities, State or Federal Government agencies, local residents and other stakeholders. If required, attach a stakeholder/communications management plan.* | *[List consultation undertaken with which stakeholders and their levels of support. Also list any future consultation that still needs to be undertaken, taking into consideration any necessary consultation with Traditional Owner Corporations, Aboriginal Victorians, Local Government Authorities, State or Federal Government agencies, local residents and other stakeholders. If required, attach a stakeholder/communications management plan.]* |
| **Resourcing Requirements***Describe the resourcing required for the project* | *[Describe the resourcing required for the project]* |
| **Project and Outcome Monitoring Measures***Provide details on measures in place to capture information on the achievement of project outcomes* | *[Provide details on measures in place to capture information on the achievement of project outcomes]* |
| **Change Management***Outline any processes to manage unexpected change that might occur in the project, e.g. scope changes, cost changes, delays* | *[Outline any processes to manage unexpected change that might occur in the project, e.g. scope changes, cost changes, delays]* |
| **Governance***List the parties who will form the governance structure – Project team, steering committee, reference groups, working group.* | **Party** | **Role** |
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**Project Timelines**

Identify key project milestone and indicative timelines.

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| **Milestone and Description** | **Responsible Officer/Area** | **Timeline** |
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**Project Risk Register**

Outline the identified project risks, how they will be managed, their likelihood and the consequence and impact if they occur.

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| **Risk** | **Mitigation Strategy** | **Likelihood** | **Impact** | **Consequence** |
| Project cost |  |  |  |  |
| Project is not completed on time |  |  |  |  |
| Lack of usage of uptake/inadequate involvement of user groups |  |  |  |  |

**Project Budget**

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| --- | --- |
| **Income** | **Expenditure** |
| **Source** | **Amount ($AUD)** | **Source** | **Amount ($AUD)** |
| [Income item name] |  | [Expenditure item name] |  |
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