

# Your Easy Project Management Plan

<b>Project Plan</b>		
<b>Project Title:</b> Put a very brief title here	<b>Brief Description:</b>	
<b>State below the link with the corporate agenda ; vision statement or the organisations statement of objectives.</b>		
<b>Project Objective:</b>	What is your goal – the purpose for doing this project?	
<b>Project Background:</b>	The background to the project. Enough information to inform the reader	
<b>S c o p e s t a t e m e n t</b>	<b>Project Objectives:</b>	The specific objectives for the project. NOTE: the objectives can be one line or more detailed text.
	<b>Project Deliverables:</b>	What you will be delivering at the end of the project. NOTE: these are the what you will have at the end of the project, e.g. a report, a building, improved service levels etc.
	<b>Quality Statement:</b>	It is important to outline any Quality objectives.
<b>Project Benefits:</b>	An outline of what the benefits are to the organisation, individuals or stakeholders in delivering the project.	
<b>This project will include:</b>  This section defines the boundaries of the project.	<b>This project will not include:</b>  Planning details should <u>not</u> be included at this stage.	
<b>Success Criteria:</b>	How you will measure the success of the project. NOTE: the success criteria must be measurable.	
<b>Constraints:</b>	Examples here can be specific (a skill which the project team must have) resources, or a legal deadline – NOTE: only include time and money if you can quantify them.	
<b>Resources:</b>	Other than financial, what resources will be needed to complete this project?	
<b>Key Assumptions:</b>	The assumptions you are making in putting this document together.	
<b>Risk Register:</b>	Identify the major risks associated with the project and briefly comment on any risk management strategy.	
<b>Project Manager:</b>	Who fulfils this role and <u>what they do</u> .	
<b>Project Sponsor:</b>	Who fulfils this role and <u>what they do</u> .	
<b>Project Board/Steering Group Members:</b>	Who fulfils these roles and what they do and what their responsibilities are. NOTE: may not be appropriate for <u>all</u> projects.	

<b>Project Team Members</b>		Who fulfils these roles and what they do and what their responsibilities are. NOTE: may not be appropriate for <u>all</u> projects.					
<b>Stakeholder Analysis:</b>							
The purpose of stakeholder analysis is to inform the project manager and sponsor who should contribute to the project, where barriers might be, and the actions that need to be taken prior to detailed project planning							
<b>Stakeholder</b>	<b>Their Interest/ What they need from us</b>	<b>What we need from them</b>	<b>Perceived attitudes / risks</b>	<b>Actions to take</b>			
<b>Budget ①</b>							
<b>Resource Costs:</b>				<b>Other Costs:</b>			
Total costs (attach a breakdown of the overall budget)							
<b>Start Date:</b>		<b>Milestone 1: Which is?</b>		<b>Milestone 2: Which is?</b>		<b>Completion Date:</b>	
<b>Signature of Project Manager:</b>				<b>Date:</b>			
<b>Approval from Sponsor:</b>				<b>Date:</b>			

① You may need to liaise with your Finance people in order to develop financial information that will inform project delivery. The data on this form in relation to finance needs to be fine tuned to your organisational and project management needs

Projected Budget as at \_\_\_\_/\_\_\_\_/\_\_\_\_ for \_\_\_\_\_  
 (Project title) created by: \_\_\_\_\_

Expense Item Details	Projected Cost (Expenses)	Project Sponsor (Income)	Grants/Sponsorship (Income)	In-Kind (Income)

TOTAL PROJECT EXPENSE :    \$\_\_\_\_\_ TIP: Double check:  
 Does your budget add up? Have you made changes to it?

This has been provided to you in editable word format so you can add to it as you need! If you are adding something you feel would be useful to another organisation, please contribute by sending me an email at [natalie@nbmanagement.com.au](mailto:natalie@nbmanagement.com.au)

It would be lovely if you would connect via [Google+](#), [Facebook](#) or [Linkedin](#) to say thanks and leave a mini-testimonial so more organisations find out about and benefit from this free resource.

If you are interested in learning more, or accessing some great time and stress-saving ( 😊 ) resources be sure to log-onto the website for more great free templates and toolkits.



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Have a question? I've usually got time to chat after 4pm - try me on the mobile 0409 814 654.



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*Thanks for downloading..*

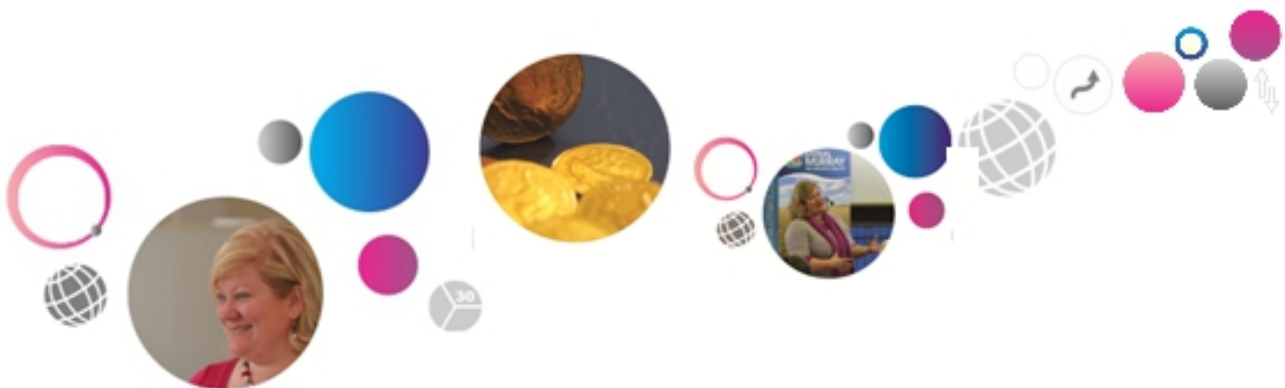
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*Great meeting. We loved it. More importantly, we observed your unique skills and experience in constructing funding approaches.*

*You are very creative!*

*There is certainly a special technique to it. It's so easy to get it wrong and record failures. Thank you.*

David Hughes, Central Coast Symphony Orchestra



**About the Author - Natalie Bramble** GDipMngt, FAICPG, TAE

Natalie has delivered training and facilitated planning and workshop sessions across Australia working with Councils, Non-Government Organisations, Not-for-profit and businesses.

Boards, Chairs, CEOs, project and management staff also gain valuable insights and achieve their development goals through her mentoring programs. Natalie specialises in increasing individual and community capacity through awareness, education and support.

'Fun', 'Relevant', 'Entertaining' and 'Practical' are just some of the words participants use to describe Natalie's engaging presentation style.



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