# Project Plan

# Proforma

Project Overview

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| --- | --- |
| Name of Project: |  |
| Funder details:  (if appropriate) |  |
| Summary of overview of project: |  |
| Project Start date: |  |
| Project End date: |  |
| Summary of KPI’s: |  |
| Lead staff member: |  |
| Date completed: |  |
| Manager Signed off: |  |
| Last Updated: |  |

Link to Strategy/Operational Plan

**Operational KPI’s linked/contribute to:** *List all that may be impacted, add new rows if required*

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| **Activity area** | **KPI contributed to** | **Targeted Output/outcome for project** |
| *e.g. Delivery of information and advice service* | *400 orgs supported* | *10 new unique orgs supported* |
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Details of Projects

Aims/Outcomes/Targets

*What difference the project will make. These should be Specific, Measurable, Achievable, Realistic and Time bound*

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Objectives

*The general activity that needs to take place to achieve the aims.*

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Project Scope

*Quality /Cost /Time limitations and flexibilities/variance*

*Any allowances that can be made by project lead: i.e. extend the length of the project, reduce targets, expand resource – ie extra staff to help*

*Any branding requirements that must be met*

*Specifics / flexibility re client group, geographical area ie 10% or participants need not meet criteria*

*What decisions need to be made by management rather than project lead?*

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Stakeholder Plan

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| **Name** | **Role in project** | **Level of Importance to success of the project (high, medium, low)** | **What is important to them?** | **Communication needs** |
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Activity Plan

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| **Activity** | **Desired Outcome/Target** | **Deadline** | **RAG** | **Responsible person** | **Resources needed** | **Completion date** | **Follow up activity** |
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Resources: list staff members and volunteers involved as well as financial etc.

Follow up activity: list activities to do following e.g. contact non-members attending event to sell membership, contact attendees of funding seminar to support bids etc.

RAG – Key

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| --- | --- |
| x | Achieved <60% of target immediate action needed / work area not started due to a delay or problem |
| - | Achieved 60-90% of target review of actions needed / work area is likely to be delayed actions needed |
| ✓ | Achieved >90% of target / work area completed or on timescale |

RAID Log

This log is a living document and should be updated as the project progresses. Any serious risks or issues should be raised with the management team as they arise.

**Risk Register**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Risk** | **Impact** | **Probability** | **Severity**  **I x P** | **Internal Controls** | **Responsible person** | **Date closed** | **On Org Risk Register** |
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**Key**

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| 1 | None- will have no impact or likelihhod of occuring |
| 2 | Low -probability / would have a limited imact on service |
| 3 | Medium - probability / some impacton service but managable within resources |
| 4 | High - probability / service reduction limited ability to deliver service |
| 5 | Severe - Impact /probabilty - lead to service closure or legal challenge |

**Assumptions**

Any factors that you are assuming to be in place that will contribute to the successful result of your project. The log includes details of the assumption, the reason it is assumed and the action needed to confirm whether the assumption is valid.

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| **ID** | **Date Raised** | **Assumption Description** | **Reason for Assumption** | **Action to Validate** | **Impact if Assumption Incorrect** | **Status** |
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**Improvement Log**

Something that is going wrong on your project and needs to be managed. Failure to manage issues may result in a poor delivery or even failure. The log includes a description of each issue, the impact it is having, its seriousness and actions needed to contain and remove it.

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| **ID** | **Issue Description** | **Reason for Issue** | **Impact**  H, M, L | **Priority**  H, M, L | **Action Taken** | **Owner** | **Status** | **On Org Improvement log** |
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**Dependencies**

Any event or work that are either dependent on the result of your project, or your project will depend on. The log captures who you are dependent on, what they should deliver and when. It may also include who is dependent on you.

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| **ID** | **Dependency Description** | **Internal/External** | **Deliverables** | **Delivery Date** | **Importance**  H, M, L | **Status** |
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Budget

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| **Activity** | **Amount (£)** |
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|  |  |
| Total |  |

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| **Budget manager responsible:** |

Reporting Requirements

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| **Aim** | **Data required** | **Collection method** | **When collected** | **End format of data** |
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Branding Requirements

*Any funders requirements for logos etc to materials, recruitment processes*

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End of Project Requirements:

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|  | Report for funder |  | Internal CVS Report |

Internal CVS report if required to include:

* Lessons learnt
* Did it stick to budget / was it cost effective
* Reflection evaluation
* Quality / time / cost
* Case studies