# Project Plan

# Project plans are to be completed by the lead staff member / Trustee / Volunteer

# Once completed, they should be signed off by a member of the Management Team / Trustee Board

# The plan should then be shared with all relevant team members

Project Overview

|  |  |
| --- | --- |
| Name of Project: |  |
| Funder details:  (if appropriate) |  |
| Summary / Overview of project: |  |
| Project Start date: |  |
| Project End date: |  |
| Summary of KPI’s:  *(see next page for info)* |  |
| Lead staff member: |  |
| Date plan completed: |  |
| Manager Signed off: |  |
| Last Updated: |  |

Link to Strategy/Operational Plan

# Mission statement linked to:

To be added here

Key Performance Indicators (KPI’s) & Targets

*A***Key Performance Indicator** (**KPI** ) *is a measurable value that demonstrates how effectively an organisation is achieving its key business objectives.*

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

|  |  |  |
| --- | --- | --- |
| **Activity** | **KPI contributed to** | **Targeted Output/outcome for project** |
| *e.g. Recruit and train young people to become charity trustees* | *Young people in key roles help to build dynamic and resilient communities* | *10 young people (aged 16-21) are successfully inducted as charity trustees to ensure a diverse governing committee* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Details of Projects

Aims

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

|  |
| --- |
| * *E.g. Young people will be given an opportunity to build leadership skills and offer fresh perspectives* |
|  |
|  |
|  |
|  |

Objectives

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

|  |
| --- |
| * *E.g. Use a range of marketing methods to engage young people and promote the benefits of applying to these key roles* |
|  |
|  |
|  |
|  |

Fixed / Variable considerations

What is **fixed?** (Cannot be changed)

What is **variable?** Things that are **flexible / variable (can be changed), including:**

* Quality /Cost /Time limitations
* 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?

|  |
| --- |
| *E.g. Time –* ***must*** *be finished by 31st March 2021* |

Branding Requirements

*Any funder’s or internal requirements for logos, etc. on materials, or any recruitment processes*

|  |
| --- |
|  |

Stakeholder Plan

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

Activity Plan

# *Keep activities broad where possible, rather than breaking down specific tasks*

# *Add more lines where needed*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Desired Outcome/Target** | **Deadline** | **Responsible person** | **Resources needed** | **Completion date** | **Follow up activity** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**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.

Budget

# Budget Manager responsible:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Risk Register**

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

**Key**

|  |  |
| --- | --- |
| 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 |

**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.*

# *This information must also be included in organisational Improvement Log for the attention of senior management*

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

Reporting Requirements

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

End of Project Requirements:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Report for funder |  | Internal Report |

Internal report (if required) to include:

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