

# Project plan template guidance

Use this template to start writing your plan. Remember that it is only a template and can be changed and altered to suit your project. For example, if your project doesn't involve planting you can delete the section related to planting. Add more space if you need more space to fill in your answers or delete rows if you need less space.

Writing a project plan is not usually something that can be done in a couple of hours. It is expected that you will take several days or sometimes weeks to plan out and write your project plan. You may need to go away and spend time talking to others, investigating costs or seek expert advice.



# Project plan

**Add project title here**



Author:

DATE:



## INTRODUCTION

**Summary of Issues** (describe the issues and reasons why your project is needed)

## PROPOSAL – WHAT YOU PLAN TO DO

**Vision** (what you want the situation to look like in 10 or 20 years time)

**Goals - steps towards the Vision** (Make sure your goals are **SMART** - **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**imebound e.g. Clear 1 ha of weeds from alongside the stream by April 2020)

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## Tasks required to achieve the goals (what, where, how much, when, who).

Think about the tasks required to achieve each of your goals. Add each task to the table (the grey lines are examples).

Goal no.	Work Required	Estimated Cost	Who will do the work	When
1	<u>Wananga 1 - Rongoa</u> Hold a wananga with a minimum of 10 attendees from local Marae on Rongoa	Mare Hirage - \$500 Catering (\$20 per person) Facilitator Koha (\$200)	Project manager to co-ordinate the event and participants.  Facilitator to run the wananga	August 2022
2	<u>Native planting</u> Plant 1000 native plants in accordance with the planting plan	Native plant purchase - \$4 per plant = \$4,000 Native planting labour - \$1 per plant = \$1,000	Kaitiaki group from XX Marae	September 2022

For each task listed in the previous table, add a title below and provide more detail about each task e.g. what the task involves, where it will take place, who will be involved, who will lead it, when it will be undertaken, any other tasks that need to happen first.

Wananga 1

Native Planting

## Annual work plan

Below is an example of how you might plan your annual work.

Year 1 - 2019												
Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Wananga 1								√				
Wetland planting									√			
-												
-												
-												
-												
-												

**Costs** (Use a separate spreadsheet to itemise and calculate your project costs. It useful to do this for each year of the project).

**PROJECT RISKS** (assuming you get the funding you are looking for what could happen that could risk your project being unsuccessful)

<b>Risk (What could happen)</b>	<b>Consequence (What would this mean for your project)</b>	<b>Management plan (What are you doing to help ensure this doesn't happen)</b>

Project Plan for: *Enter project name here*

Year 1 : <i>Enter first year of project here e.g. 1 Jan 2019 to 30th Dec 2019</i>							
Task name	Task Detail	Start Date	Completion date	Total Cost (\$) incl gst	WRA Funding (\$)	Cash co-funding (\$)	In-kind funding (\$)
<i>Example : Stream planting</i>	<i>Plant 1000 native plants in area 1</i>	<i>May</i>	<i>August</i>	<i>7,500.00</i>	<i>2,500.00</i>	<i>2,500.00</i>	<i>2,500.00</i>
TOTAL Year 1				7,500.00	2,500.00	2,500.00	2,500.00

Year 2 : <i>Enter second year of project here e.g. 1 Jan 2019 to 30th Dec 2019</i>							
Task name	Task Detail	Start Date	Completion date	Total Cost (\$) incl gst	WRA Funding (\$)	Cash co-funding (\$)	In-kind funding (\$)

<i>Example : Stream planting</i>	<i>Plant 1000 native plants in area 1</i>	<i>May</i>	<i>August</i>	<i>7,500.00</i>	<i>2,500.00</i>	<i>2,500.00</i>	<i>2,500.00</i>
TOTAL Year 2				7,500.00	2,500.00	2,500.00	2,500.00

<b>Year 3 :</b> <i>Enter third year of project here   e.g. 1 Jan 2019 to 30th Dec 2019</i>							
Task name	Task Detail	Start Date	Completion date	Total Cost (\$) incl gst	WRA Funding (\$)	Cash co-funding (\$)	In-kind funding (\$)
<i>Example : Stream planting</i>	<i>Plant 1000 native plants in area 1</i>	<i>May</i>	<i>August</i>	<i>7,500.00</i>	<i>2,500.00</i>	<i>2,500.00</i>	<i>2,500.00</i>
TOTAL Year 3				7,500.00	2,500.00	2,500.00	2,500.00



		To be completed when task is completed and funds claimed	
Comments / Assumptions	Quotes (names of quote providers with quotes attached to application ) / Projected Labour Costs	Invoice no. and date of invoice	Invoiced amount (\$ ) incl gst
Cash co-funding to be provided by the local Marae.	Bob Jones Nursery - Plant supply (Quote provided/attached)		
	In-kind planting labour supplied by landowner calculated as: xxx Hours \$ \$xxx/hr = xxx		
	In kind spot spray supplied by landowners calculated as: xxx hours @ \$xxx/hr = xxx		

		To be completed when task is completed and funds claimed	
Comments / Assumptions	Quotes (names of quote providers with quotes attached to application ) / Projected Labour Costs	Invoice no. and date of invoice	Invoiced amount (\$ ) incl gst
	Bob Jones Nursery - Plant supply (Quote provided/attached)		

