

Project Plan – [Name]

Details

Organisation name			
Authorised contact details	Name		Phone
	Email		
Alternate contact details	Name		Phone
	Email		
Start date		Finish date	
Is this project time or date sensitive?			

Proposed activity

What activity will be completed?	<i>Detail the proposed activity to be completed?</i>
What are the outcomes of the proposed activity?	<i>Outcomes should be specific, measurable, attainable, realistic and timely.</i>
How do the outcomes align with the ACACA objectives?	
Justification for the level of funding applied for.	

Relationship to / dependency on other projects

Any other projects (project deliverables) upon which this project is dependent	
Any other projects which are dependent on this project's deliverables	
Any projects running alongside this project that may influence its outcome	

Schedule

No	Milestone	Planned delivery date

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Measure and evaluation

How the success of the outcomes for the proposed activity will be measured and evaluated?	
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