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Draft Activity Work Plan Template - Accredited Training for Sexual Violence Responses

The purpose of the Activity Work Plan (AWP) is for organisations to provide a draft plan on how they intend to meet the objectives and deliverables of the program. The draft AWP will be reviewed as part of the assessment process but can be further negotiated and finalised after the grant agreement is executed.

Blue text is an instruction (to be removed).

- Activity deliverables are used to identify how the organisation intends to meet the objectives and deliverables of the program, including indicative timeframes.
- The risk section is used to capture operational risks associated with the design and delivery of the training package. This may include, but is not limited to, lack of course participation, failure / withdrawal of key consortium members, etc.
- The budget management section is used to identify the budget requirements for each listed deliverable. Please note - the grant will be paid in instalments by the Commonwealth in accordance with agreed milestones, and compliance by the grantee with its obligations under a Commonwealth Standard Grant Agreement.
- The stakeholders section is used to identify the roles and responsibilities of consortium members and any other parties who may be involved or impacted by the delivery of the activity. This is used to specify controls to manage risks around how an organisation engages with other local organisations, state government agencies, etc.

Activity Work Plan

Organisation name			
ACTIVITY DELIVERABLES MANDATORY			
Objective	Deliverable	Timeframes	Measures of success
List objectives/requirements which clearly relate to the outcomes of the activity	Specify the scope of the deliverable/requirement	Specify the timeframe for delivery	Specify the success metrics for the deliverable/requirement, including quality expectations – the final metrics will be agreed between the successful organisation and the department.



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Organisation name	
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ACTIVITY DELIVERABLES MANDATORY

Objective	Deliverable	Timeframes	Measures of success
<i>Example:</i> build capability and capacity of the service system by training frontline workers to better recognise and respond to all people who experience sexual violence	<i>Examples:</i> Develop stakeholder engagement strategy Consult with stakeholders with expertise in... Develop communications and marketing strategy Deliver x pilot training sessions in y location to z participants	<i>Examples:</i> Dec 2019 to June 2020 June 2020 to Aug 2020	<i>Examples:</i> Stakeholder engagement strategy agreed by department Stakeholders were engaged and provided expert advice on.... Expert stakeholders are supportive of training package design Communications and marketing strategy agreed by department and implemented on time and budget

RISK MANAGEMENT (please note any predicted risks & related mitigation strategies) MANDATORY

Risk	How the risk will be managed
<i>Example: lack of course participation, withdrawal of consortium members etc</i>	



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BUDGET (specifying amounts to be allocated to deliverables) MANDATORY	
Deliverable	Budget amount
List the deliverable as named in the table above	List the amount expected to be spent on the deliverable

STAKEHOLDERS MANDATORY		
Stakeholder	Interest or impact	Engagement strategy
<i>Name the stakeholder (e.g. Consortium member 1, Consortium member 2).</i>	<p><i>Briefly describe how the stakeholder holds an interest in, or is affected by, the activity.</i></p> <p><i>For example:</i></p> <ul style="list-style-type: none"> <i>will provide advice on the needs of people with diverse sex, sexuality and gender that have experienced sexual violence</i> <i>is a Registered Training Organisation that will ...</i> <i>is an organisation representing people from culturally and linguistically diverse backgrounds that will ...</i> <i>works in the disability/settlement services/health sector and will be eligible to attend the training</i> <p><i>Dot points are sufficient for this draft.</i></p>	<p><i>Briefly describe how you and the stakeholder are expected to interact, so as to mitigate risks around the impact or the interest.</i></p> <p><i>Dot points are sufficient for this draft.</i></p>