Murray-Darling Basin Economic Development Program (Round 2)

Project Plan Template

Contents

Template Instructions:

It is a requirement that a project plan is completed and uploaded electronically to your Grant application form.

The application form provides the key information about your project. The purpose of attaching a project plan to your application is to provide <u>more</u> details of what you propose to use grant funding for, the timeframe for delivery, a risk assessment, program management arrangements, and plans for after the project.

Do <u>not</u> simply copy and paste your response to the selection criteria in the application form, but provide additional detail if you think this is necessary to fully inform the Selection Advisory Panel about your project.

The details in the project plan should be comprehensive and detailed relative to the size and nature of the project. Please note that lack of detailed project information, risk assessment and program management in your application and attachments may adversely affect the Selection Advisory Panel's appraisal of your ability to deliver a project.

It is not mandatory to provide a project budget using the templated provided, however applications using this template will be more highly regarded.

When using this template, provide information as requested in each section.

Template instructions can be deleted but no other amendments to the template are to be made.

Project

Section instruction: Complete the blue shaded areas of the following table with details for the proposed project consistent with those provided in your application form.

Applicant Name / Organisation:	
Project Title:	

Project Background

Section instruction: Your introduction can include information such as the purpose of your organisation, a description of its activities, a description of its target population, and evidence to show that it is a healthy organisation. This should provide additional information to the Application form.

[Enter your response here]

Project Outcomes and Outputs

Section instruction: Outline the vision for the proposed project. What does the proposed project seek to achieve? What are its goals? What are its anticipated benefits of the project for the community? How does the project align with the objectives of the Murray-Darling Basin Economic Development Program? Provide any details additional to those provided in the application form, on the location/s of, and communities to benefit from, the proposed project. This should provide additional information to the Application form.

[Enter your response here]

Selection Criteria - Additional Information

Section instruction: Provide more details about your project that is not already covered in the application form, if you think this is necessary to fully inform the Selection Advisory Panel about your project.

Criterion 1: Economic Benefits

You must describe your project in detail. You must identify which community your project relates to, specify the location of the activities, and describe how it will deliver economic benefits that address the impacts of water recovery on the community. Do not provide a description of the impacts of water recovery on the community. When addressing the criterion, strong applications will discuss how the project will provide economic benefits, including how it will:

- *diversify and strengthen an identified community's economy*
- *enhance resilience of the community to manage current and future economic challenges and changes*
- *increase opportunities within the community for employment.*

Applications that outline measurable outputs of the proposed projects, such as the number of jobs created as a result of the project, will be highly regarded.

[Enter your response here providing only details not previously provided in the application form.]

Criterion 2: Community support and benefit

You must describe how your project will provide support for and benefit to the community, as opposed to only individuals or enterprises within the community. You must detail how your project is supported by the community. When addressing the criterion, strong applications will include:

- *a description of the linkages to relevant local economic development strategies, including the plans, priorities or challenges outlined in any relevant local, state or Australian Government policies or other documentation that demonstrate the project is a strategic priority*

- *an analysis of the public benefit*

- *recent written support from key stakeholders for this project, including but not limited to relevant local governments, community stakeholders and Indigenous communities (you may include up to five written letters of support consolidated into a single attachment).*

[Enter your response here providing only details not previously provided in the application form.]

Criterion 3: Organisational capability

[*Please note that the provision of this project plan and a detailed itemised budget, including contingency allowances, in the template required, addresses Criterion 3 and you should leave this section blank.*]

Project Deliverables and Timeframe

Section instruction: What is to be delivered throughout the project? What are key milestones to be throughout the life of the project? Do not include more than six milestones. List the activities and tasks and indicative completion dates for the project if funded in the table below.

Add rows as required.

Activity	Responsibility	Deliverable	Estimated start date (dd/mm/yyyy)	Estimated end date (dd/mm/yyyy)
e.g. Finalise construction designs	*Project Manager*	*Copy of Council endorsed plan*	*15/09/2020*	*1/12/2020*

Project Resourcing and Governance

Section instruction: List the types of resources needed to complete the proposed project, including personnel in the table below. Describe how the project is to be managed addressing the following items:

- *proposed governance structure*
- *accountability for delivery of outcomes under the governance arrangements (noting the lead organisation will be accountable to the Australian Government)*
- *key personnel and their skills and capabilities (enter in table below)*
- *financial management systems and grant payment authorisation processes*
- *project management capability and systems*
- *any physical requirements*
- *continuation of collaborative structure post grant funding.*

[Enter your response here]

KEY PERSONNEL

Name	Organisation	Project role and responsibilities	Previous and relevant experience, skills & attributes	Any other notes

Add more or delete rows as required

Project Risks

RISK RATING MATRIX

RISK PROBABILITY	RISK IMPACT				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
ALMOST CERTAIN Is expected to occur (up to 90% chance)	LOW	MEDIUM	HIGH	EXTREME	EXTREME
LIKELY Will probably occur in most circumstances (up to 70% chance)	LOW	MEDIUM	HIGH	HIGH	EXTREME
POSSIBLE Might occur at some point (up to 40% chance)	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
UNLIKELY Could occur at some time (up to 20% chance)	LOW	LOW	MEDIUM	HIGH	HIGH
RARE May occur only in exceptional circumstances (up to 5% chance)	LOW	LOW	LOW	MEDIUM	HIGH

Section instruction: Itemise risks related to the project in the table below based on the matrix above. Consider risks from multiple sources including governance, financial, resourcing, stakeholders, etc. Include all substantial matters that would affect delivery of your project.

The risk level (low, medium, high, extreme) is the magnitude of the risk. It is a product of:

- *the likelihood of the risk occurring (almost certain, likely, possible, unlikely, rare), and*
- *the measure of consequence to the project should the risk occur (insignificant, minor, moderate, major, severe).*

Detail treatments for each risk.

Risk Item and its effect on the objective of the proposed project	Risk level before treatment			Treatment strategies	Treated Risk Level		
	Likelihood (Almost Certain / Likely / Possible / Unlikely / Rare)	Consequence (Insignificant / Minor / Moderate / Major / Severe)	Risk Rating (low / medium / high / extreme)		Likelihood (Almost Certain / Likely / Possible / Unlikely / Rare)	Consequence (Insignificant / Minor / Moderate / Major / Severe)	Risk Rating (low / medium / high / extreme)

Add more rows as required

Stakeholder Engagement and Communication

Section instruction: Outline the arrangements for engaging with and communicating with stakeholders before, during and after your project to ensure the success and enduring benefits of project outcomes.

[Enter your response here]

Arrangements Post Funding

Section instruction: Outline the arrangements for ensuring the longevity of the project outcomes once completed.

[Enter your response here]