



Our Marine Parks Round Two Grants – Project Plan

Please complete this template to tell us about your project.

It is a mandatory requirement that a Project Plan is completed and uploaded to your grant application form.

The detail in your project plan should be in line with the size and nature of the project. As a guide this project plan should be around 5-8 pages.

Please note: Your Attachment is limited to 2mb.

Name of your organisation:

Title of the project:

Describe your project and key activities:

Provide a brief description of your project's key activities and outcomes. You can use the same description as in the online Application Form.

Project outcomes:

What are the expected outcomes of your project and how will you know if you have met your outcomes. Explain how those outcomes relate to Australian Marine Parks management program actions and outcomes (or management strategies).

Project milestones:

You should outline the main project activities and identify who will be responsible for those activities being delivered. Outline when those activities, and other milestones in your project, will be completed.

You should consider what your public deliverables are and what potential media or outreach activities may be conducted at those milestones.

Activities cannot commence until after your grant agreement is executed and not before 1 July 2020. Activities must be completed by 30 June 2022. Ensure you consider contingencies to ensure that your activity can be completed in the timeframes required. You do not need to include reporting obligations in your milestones.

Milestone description	Key parties and personnel responsible for activity	Start and end date

Key project personnel:

Provide information on the key personnel who will be responsible for the delivery of the project, including their qualifications and experience.

If success of the project requires recruitment of a project officer, provide information on how that recruitment will occur and what experience and qualifications the successful applicant would be expected to have.

Name	Organisation	Role	Experience

Project Partner details

Provide details of partner organisations that will be involved in the conduct of the project, and include the engagement strategy you have to ensure the success of the project.

Project Partner name	Role in the project	Engagement strategy

In-kind contributions:

Financial contributions are captured in the online Application Form and budget attachment. You should include any in-kind contributions and descriptions of how they were calculated in this section. In-kind contributions can either be from you or from your project partners.

In-kind contribution	Source of the in-kind contribution	How did you calculate in-kind contributions?

Risks and dependencies:

Can you think of anything that would stop you achieving the objectives of your project? How will you address these risks or dependencies?

Please note that risks associated with work required of third parties should be outlined here.

Risk or dependency	How will the risk or dependency be managed?

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Stakeholders:

Who are the many stakeholders interested or impacted by your project? Explain their interest or impact and explain the engagement strategy you will have with that stakeholder. You can keep this high level – e.g. quarterly meetings / regular email communication – rather than identifying each individual meeting or communication.

You do not need to include project partners identified above.

Stakeholder	Interest or Impact	Engagement Strategy

Monitoring and Evaluation:

Outline your approach to monitoring and evaluation. Consider how you will measure the success of your project and how you will collect the relevant data.

How will you know if your project has achieved its outcomes?

Will the outcomes and data resulting from your project be available to Parks Australia?
