

Project Management Plan

PART 1 - PROJECT DETAILS		
Project name:		
Project manager:		
Project team:	1.	2.
	3.	4.
	5.	6.
Project description: (specific details e.g. project inclusions and exclusions)		
Project objective: (What does the project aim to achieve? Why is the project needed? What are the benefits?)		
Time, cost and other constraints:		
Assumptions:		

PART 2 – PROJECT TIMEFRAMES	
Project start date:	
Project finish date:	

PART 3 – PROJECT MILESTONES			
Milestone	When	Responsibility	Completion
Concept design:			<input type="checkbox"/>
Detailed design:			<input type="checkbox"/>
Obtain quotes:			<input type="checkbox"/>
Advise Council:			<input type="checkbox"/>
Identify funding source:			<input type="checkbox"/>
Land tenure:			<input type="checkbox"/>
Engage contractor:			<input type="checkbox"/>
Make application/s to Council: (if required, i.e building and plumbing approval, development application)			<input type="checkbox"/>
Commence construction:			<input type="checkbox"/>
Complete construction:			<input type="checkbox"/>
Project finalisation:			<input type="checkbox"/>

PART 4 – RISK ASSESSMENT

Risk item description	Impact	Probability of Occurrence				
	↓	Very High 5	High 4	Moderate 3	Low 2	Very Low 1
1.	Very High 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Low 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Very Low 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		Very High 5	High 4	Moderate 3	Low 2	Very Low 1
	Very High 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Low 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Very Low 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		Very High 5	High 4	Moderate 3	Low 2	Very Low 1
	Very High 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	High 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Low 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Very Low 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16 – 25 = extremely risky and should be address in risk management plan

9 – 15 = somewhat risky and should be dealt with on an item by item basis

11 – 8 = less risky and can probably left out of the risk plan but should be subject to periodic review

PART 5 – PROJECT BUDGET

Pre-construction phase	Concept design:	\$
	Detailed design:	\$
	Professional fees: (e.g engineer)	\$
	Council applications / approvals:	\$
Pre-construction total		\$
Construction phase	Site preparation:	\$
	Remedial works:	\$
	Materials:	\$
	Project construction: (including labour/trades)	\$
	Contingency: (recommended 5-10%)	\$
Construction total		\$
Post construction phase	Grand opening / unveiling:	\$
	Catering:	\$
	Recognition presentations:	\$
Post construction total		\$
TOTAL PROJECT COST		\$

PART 6 – PROJECT FUNDING

Source of funds (confirmed funds only)	Organisation contribution:	\$
	In-Kind contributions:	\$
	Loans:	\$
	Donations:	\$
	Local government grant/s:	\$
	Other grant funding:	\$
Total funding contribution		\$
Total project surplus / shortfall	Total project cost: (less total funding, use brackets to indicate shortfall)	\$
	Whole of life asset costs	
	Replacement value of asset:	\$
	Maintenance and renewal costs:	\$
Source of funding for whole of life asset costs? (i.e. In-kind, existing budget, increased revenue)		

PART 7 – REVIEW / EVALUATION

Did the end result match the design?	
What went well?	
What could have been improved in the next project?	
What were the unexpected strengths and weaknesses?	
What would we do the same?	
What would we do differently?	

Please note: Cairns Regional Council does not need to receive a copy of this Project Management Tool, it is provided to assist community organisations in planning a project as a **guide only**. Council does not guarantee the success of a project after using this tool.