West Gate Tunnel Project – Neighbourhood Fund Partnerships and Grants
Project and Risk Plan template

This document is suggested template intended to support the project itself as well as the project outline provided in the Application Form. It should be uploaded in the Supporting Documentation section of the online portal where required.

Please use and adjust this template in a way that best suits your project.

Applicant Information

Name of project:	
Name of applicant organisation:	
Contact person:	
Contact email:	
Date of Project Plan:	

Project Scope

(Your project scope – please describe in detail the scope of the project. Should match your Grant Application.)

Project Objectives

(Your project objectives are the things you are aiming to achieve with your project)

Project Deliverables:

(Your project deliverables are the results of your project activities.)

Project Activities:

(Your project activities are the specific actions or building blocks you need to take to produce your project deliverables.)

Objective	Deliverable	Time frames	Measures of success	Status

Project Budget:

(Provide details in tables below)

Income	Total Budget *(without GST)*	Confirmed *(Y/N)*
Grant funding	$[insert amount]	
[Insert other income]	$[insert amount]	
[Insert other income]	$[insert amount]	
[Insert other income]	$[insert amount]	
Total Income	$[insert amount]	
Expenditure (activity)	**Total Budget** *(without GST)*	**Quotes** *(Y/N)*
[Insert expenditure type]	$[insert amount]	
[Insert expenditure type]	$[insert amount]	
[Insert expenditure type]	$[insert amount]	
[Insert expenditure type]	$[insert amount]	
[Insert expenditure type]	$[insert amount]	
[Insert expenditure type]	$[insert amount]	
[Insert expenditure type]	$[insert amount]	
Total Expenditure	$[insert amount]	

Governance:

(Provide details of the governance arrangements planned for this project including meeting structure, roles and responsibilities and frequency of meetings.)

Project reports (key decision maker/s)	*[insert e.g. CEO, Board, Committee]*
Chairperson	*[insert Name, Position Title]*
Administration (admin and correspondence if not Chair)	*[insert Name, Position Title]*
Project Control Group (PCG) Responsibilities	*The PCG will be responsible for planning, implementation and management of the project including approval of tender documents, final plans, quotes, and other milestone documents.*
PCG Members including funding body representative	*[insert Name, Position Title]*
Frequency of PCG Meetings	*Monthly*

Roles and responsibilities:

(Who is involved in the project and what are their responsibilities within the project? (e.g. the project team))

Name	Organisation	Role	Responsibility

Stakeholder Engagement/Communications Plan:

(Who are the Stakeholders of this project, how will you keep them informed?)

Stakeholder	Interest in Project	Level of engagement	Engagement/Communication Approach	Frequency
[Insert Stakeholder]	*[E.g. land owner]*	*Inform: require communication. Consult: provide feedback (other than the users) Involve : user of the service/product. Collaborate/Empower : decision makers*	*[E.g. By Email mail, meetings, etc.]*	*How often will you engage?*

Approvals required to commence the project

(What approvals are required to commence the project? If approvals are not yet in place, provide estimated date of when they will be).

Approving Authority	Approval/Permit Details	Estimated availability date	Status
[E.g council, State Government Department]	*[E.g. planning, building, heritage]*		

Project Schedule

(Provide details of your project timeline below, including all milestones, tasks, activities, number of people at events, progress reports.)

Desired Outcome *(What needs to be done?)*	How will it be achieved?	Who will be responsible	Estimated completion date	Status

Project Reporting/Evaluation

(What information will you collect to measure the success of your project? Some tools you could use are: number of participants in a program; participant satisfaction surveys, number of people at events, progress reports.)

Constraints and Dependencies:

(Detail any factors that may impact your project (e.g. Council permit, suppliers, facility availability, community engagement).)

*If constraints have been identified, please complete risk plan below.

Risk Plan

Risk Assessment and Management Plan: Document risks as part of the process to process of identifying, assessing, responding to, monitoring, and reporting risks. The number of risks should be proportionate to the size, scope and complexity of a project.

Descriptions should have event(s), consequence(s) and cause(s). Definitions are:

- Cause – what will trigger the risk to occur
- Consequence – what is the result of the risk occurring
- Event – what is the situation the risk would arise in

Table 1: Likelihood Scale

Almost Certain	The event is expected to occur in most circumstances - Risk has >75% chance of occurring.
Likely	The event will probably occur in most circumstances - Risk has 51-75% chance of occurring
Possible	The event will could occur at some time - Risk has 26-50% chance of occurring.
Unlikely	The event is unlikely to occur - Risk has 6 to 25% chance of occurring.
Rare	The even may only occur in exceptional circumstances - Risk has 0% to 5% chance of occurring.

Table 2: Risk Rating Matrix

Likelihood	Consequences: Insignificant	Consequences: Minor	Consequences: Moderate	Consequences: Major	Consequences: Critical
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	Extreme
Unlikely	Low	Moderate	Moderate	Moderate	High
Rare	Low	Low	Moderate	Moderate	Moderate

Please list each identified risk:

Risk #	Risk	Risk level	Actions to minimise or mitigate risk	Responsibility
#	*Example: Staff turnover leading to delays with project implementation*	*Example: Moderate*	*Example: Ensuring a good governance model that maintains supervision and support*	*Example: Manager*
#	*Example: Permits and approvals processes delayed, impacting deliverables*	*Example: Moderate*	*Example: Early identification and application of required permits/approvals*	*Example: Manager*
#	*Example: Lack of engagement from target community*	*Example: Moderate*	*Example: Early Stakeholder Engagement and ongoing communication and promotion.*	*Example: Manager*

Risk #	Risk	Risk level	Actions to minimise or mitigate risk	Responsibility