West Gate Tunnel Project – Neighbourhood Fund Partnerships and Grants

Project plan and Risk Assessment & Management plan template

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

A. Applicant Information

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

B. Project Activities

Please provide details of the specific activities you need to complete to meet your milestones (milestones as per your application).

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

C. 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

D. Delivery considerations:

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

Where constraints are identified, please complete risk plan below.

E. Stakeholder Engagement/Communications Plan

Who are the Stakeholders of this project? What level of engagement is required with them and 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?*

Risk Assessment & Management Plan

This risk assessment & management plan will assist you in identifying, assessing, responding to, monitoring, and reporting risks. The number of risks should be proportionate to the size, scope and complexity of your project.

Risk descriptions should consider event(s), consequence(s) and cause(s).

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

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 your identified risks below along with the actions you will take to minimise or mitigate the risk:

Risk #	Risk Description	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*

Risk #	Risk Description	Risk level	Actions to minimise or mitigate risk	Responsibility
#	*Example: Lack of engagement from target community*	*Example: Moderate*	*Example: Early Stakeholder Engagement and ongoing communication and promotion.*	*Example: Manager*

Governance:

Please provide details of any 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*