**Project name:** [Insert name]

**Start date:** [Date]

**End date:** [Date]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project stage or  milestone  List key milestones of the project in the order they will be undertaken | Task  What are the important tasks that need to be completed for this milestone to be achieved?) | Performance Indicators  What will show that you have completed the task? | Date to be completed | Additional Notes |
| E.g. Promotion | E.g. Design and print flyer  Distribute to community network | E.g. Flyer designed.  Flyer printed | E.g. Nov 2024 | E.g. Budget of $300  for flyer design. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |