**Project name:** [Insert name]

**Start date:** [Date]

**End date:** [Date]

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| Project stage ormilestone List key milestones of the project in the order they will be undertaken | TaskWhat 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 flyerDistribute to community network | E.g. Flyer designed.Flyer printed | E.g. Nov 2024 | E.g. Budget of $300for flyer design. |
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