

# Project Action Plan



The purpose of the Project Action Plan is to establish milestones for delivery of your project, by setting up timeframes for particular components to be completed and clearly identifying whom (within the project delivery team) is responsible for meeting those timeframes.

Please refer to the table below for some examples:

Activity	Details	Start Date	End Date	Responsibility
Quotes from local providers	Collect and compare 3 quotes – preference for local suppliers.	1/7/15	31/8/15	Vice-President
Develop Project Plan	Compile project plan from discussions held at club meetings & between Management Committee.	1/8/15	31/8/15	Vice-President
Seek funding	Put together grant applications & seek letters of support from related stakeholders.	1/9/15	31/10/15	Vice-President & Secretary
Engage contractor	President to decide on, and contact, contractor from quotes & funding approved.	1/12/15	31/03/16	President
Council demolition and building approvals	Approval applications to be submitted. Guidelines in response to be adhered to.	1/12/15	31/03/16	Secretary
Demolition of existing structure	Club to utilise members and their skill sets to demolish existing structure and ready site for contractors to begin work on new structure.	1/12/15	31/03/16	Contractors
Liaise with contractor during project	Regular communication to be recorded. Contractor to be monitored.	1/01/16	30/06/16	President/ Vice-President
Keep club members updated on developments or changes	Club email distribution list to be utilised to keep club members updated on developments (along with public promotion).	1/01/16	31/08/16	Secretary
Outcome Report for funding	Full report on project to be compile and provided to funding partners.	1/06/16	25/08/16	Secretary

**Please refer to the full Program Guidelines for further information. Need assistance?  
Contact the Grants Team on 1300 COUNCIL (1300 268 624) or [grants@wdrc.qld.gov.au](mailto:grants@wdrc.qld.gov.au)**

