

COMMUNITY RECOVERY GRANTS PROGRAM 2020/21 – Project Plan



1. Project Plan

Project Name: _____

Project Start Date: _____ Project End Date: _____

What needs to be done? <i>List items in the order they will be done</i>	How you will do it? <i>Add individual steps as required</i>	Who will be responsible?	What will show that you have done it?	Anticipated Completion Date	Status <i>Complete / In-Progress/Not Started</i>	
Example: <i>(this row can be deleted)</i> Establish a Steering Committee	- Identify skills required - Consult with key stakeholders and community - Draft proposed Terms of Reference - Approach potential committee members - Schedule 1st meeting	Project Manager, Consultant.	- Members appointed - 1 st meeting held, - Terms of Reference formally agreed and noted in minutes.	20 Dec 2020		
1.						
2.						
3.						
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6.						