



# GRANTS WORK PLAN

To assist you in the execution of your project, complete a project work plan. This includes

- **Project milestones** – What are the key milestones / stages to be reached in order to achieve your project outcomes?
- **Tasks/ action** – What are the important tasks that need to be done in order to reach each milestone / stage?
- **Performance indicators** – How will you measure the success of this milestone / stage? Describe how you will know if you've achieved what you set out to achieve.
- **Timeframes** – When will it be done by?

If you have any questions regarding the Project Work Plan please contact the Community Capacity Building Team on 9806 5110

*An example has been provided below to assist you in your planning*

	<b>Project Milestones</b>	<b>Tasks / Actions</b>	<b>Performance Indicators</b>	<b>Timeframe</b>
<i>Eg.</i>	<i>Development of Manual content</i>	<i>Volunteers to conduct research on relevant local council, state level and federal requirements for social services provisions</i>	<i>Materials are all assembled and governance committee members are satisfied that the content is of a suitable standard</i>	<i>We expect this to take 4 months</i>
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