



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

	Project Milestones	Tasks / Actions	Performance Indicators	Timeframe
<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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