

# AANSW Project Plan Template

Project Name			
Project Location			
Project Start Date:		Project End Date:	

Organisation/Group			
Contact Name			
Address			
Email			
Phone			

## Project Description

**Hint:** When describing your project, don't forget to include the following:

- why the project is being delivered,
- what the project is trying to achieve (**outcomes**),
- how the project will achieve it, and
- who the project will benefit the Aboriginal community.

## Project Outcomes

**Hint:** The project **outcomes** are what your project is trying to achieve. Be sure to align your outcomes with the **Grant program outcomes**, this will strengthen your application. Refer to the program guidelines for more information on the program outcomes.

## Project Milestones and Activities

**Hint:** Key deliverables are how your project will achieve its **outcomes**. Each deliverable should have its own due date and activities. **Try to keep it simple** – too many deliverables and activities may take the focus away from your project outcomes.

Deliverable 1: [insert name of milestone]	Due Date: [insert due date for milestone]	
Activities to be completed to deliver this milestone	Start Date	End Date
Activity 1:		
Activity 2:		
Activity 3:		[milestone due date]

<b>Milestone 2: [insert name of milestone]</b>	<b>Due Date: [insert due date for milestone]</b>	
<b>Activities to be completed to deliver this milestone</b>	<b>Start Date</b>	<b>End Date</b>
Activity 1:		
Activity 2:		
Activity 3:		[milestone due date]

<b>Milestone 3: [insert name of milestone]</b>	<b>Due Date: [insert due date for milestone]</b>	
<b>Activities to be completed to deliver this milestone</b>	<b>Start Date</b>	<b>End Date</b>
Activity 1:		
Activity 2:		
Activity 3:		[milestone due date]

## Key Stakeholders and Communication

*Hint: Key stakeholders are people or groups directly or indirectly impacted by the project. This includes groups in the Aboriginal community who will benefit from the project. List your key stakeholders and how you plan to communicate with them.*

## Community Support

*Hint: Demonstrating that the Aboriginal community supports, and has contributed to the planning of, your project will strengthen your application. Examples of community support can include the following:*

- Community members on a Project Working Group,
- Local Aboriginal Organisations on a Project Working Group,
- Letters of support from Aboriginal community representatives,

## Project Budget

*Hint: List the planned income and expenditure for the project, starting with the AANSW Grant funding, followed by any additional income such as your own funds or funds being contributed by another organisation. You can use the attached excel budget spreadsheet to develop a detailed breakdown of all planned expenditure and include highlevel amounts in the table below.*

**Note: don't forget to link the expenditure to specific project deliverables and/or activities.**

<b>Income</b>	<b>Amount (\$)</b>	<b>Expenditure</b>	<b>Amount (\$)</b>
AANSW Grant	\$		\$
<b>Total Income</b>		<b>Total Expenditure</b>	