



Project Plan

| Organisation: | ABC Group | | |
|----------------------------|--|-----------------------------------|--------------------------------|
| Project: | Health Awareness Project | | |
| Activity | Tasks | Responsibility | Time-line |
| Organise project committee | Organise agenda and procedure for meetings Schedule meetings Organise meeting venue | ABC Group committee | January |
| Project planning | Develop project activity schedule Identify venues and book Identify/approach partners/presenters/facilitators Get quotes and prepare budget Identify/approach sponsors Write and submit grant applications Confirm outcome of grant applications Negotiate grant agreements and reporting requirements (OMI & SR) | Project committee | January - June |
| Promotions | Organise artwork – flyers, advertisements Distribute flyers to community leaders and project partners Post flyers in local shopping centres and libraries Send flyer to funding bodies (OMI & SR) | Project committee | <i>Project start</i> August |
| Activity preparation | Confirm project volunteers/task lists Confirm venues and equipment hire Purchase phone cards for volunteers Purchase fuel vouchers for volunteers Confirm and schedule presenters/facilitators Plan catering requirements – food/refreshments Purchase materials and quiz prizes Develop workshop evaluation survey Develop quiz Book buses for external activities Prepare media release for community newspaper Prepare grant progress reporting (OMI & SR) | Project committee | August - September |
| Conduct activities | Purchase and prepare food and refreshments Organise camera for photo reporting Liaise with media for publicity opportunities Collect copies of media and publicity Liaise with presenters/facilitators Prepare excursion plan and program Prepare end-of-project event task sheet Conduct workshop evaluation surveys Prepare volunteer thank you certificates | Project committee & volunteers | October - November |
| Follow up and publicity | Debrief and steering committee Post-evaluation | Project committee | November |
| Grant acquittals | Finalise written grant report Organise signing of financial statement Collate copies of media clippings and promotional materials Collate photos of project activities Submit grant acquittals (OMI & SR) | Project committee | December - January |