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| Project Plan Template |
| Community Food Relief Program |

| Project Title | **Name of organisation** |
| --- | --- |
|  |  |

# Project details

## Key activities and outcomes

[Provide a brief description of the key project activities and what you hope to achieve. Partnership applications should clearly outline the overall objectives, and specific activities by each partner where relevant. You may delete the examples and this instruction text when you are ready]

* Example: Deliver XX workshops on [topic name/s] to support XX people from [location/cohort] with [learning outcomes].
* Example: [Organisation A] will:
* Example: [Organisation B] will …

## Key milestones

[Provide an overview of the key dates for your project, including any key events. Alongside your key activities above, these would be used to review the status of your project for progress reporting. You may delete this instruction text when you are ready]

| Date | Key milestone / deliverable |
| --- | --- |
| XX Month 2024 | Project commencement |
|  |  |
|  |  |
|  |  |
|  |  |
|  | Project close |

## Key risks and mitigation

[Outline the key potential issues or risks you foresee for your project, and how you plan to manage or reduce the risk. Only include those that would be highly likely and/or would have a major impact on delivery of your project. An example is provided. You may delete the example and this instruction text when you are ready]

| Strategic risk | Mitigation approach |
| --- | --- |
| Loss of key staff due to unforeseen issues | Project documentation and record-keeping |
|  |  |
|  |  |

## Key measures of success

[Outline your key measures of success for the project / activities. The examples below are suggestions only – the measures should be specific to your project; and will need to be included in your final report and acquittal. You may delete the examples and this instruction text when you are ready]

| Key measure | Measured by |
| --- | --- |
| Number of additional meals  New donor relationships  Workshop attendees  Referrals made  Number of volunteers | Attendance records.  Pre- and post-workshop surveys.  Feedback received. |
|  |  |
|  |  |
|  |  |

# Governance and communication

[Outline your project team, governance and communications to support project monitoring and delivery, including within your project team, organisation/s and funding partners. You can delete this instruction text when you are ready]

e.g. meetings with project team, deliverables monitored through …

e.g. reports to steering committee, timing and purpose



## Project organisation

| Role / description | Membership |
| --- | --- |
| **Project manager**  Responsible for … | Name, Position, Organisation |
| **Delivery team** |  |
|  |  |
|  |  |

## Key staff

[Include other key staff that would be involved in oversight and support to help deliver your project, including within your organisation and relevant partners. You can delete this instruction text when you are ready]

| Name / Position / Organisation | Responsibilities |
| --- | --- |
|  |  |
|  |  |
|  |  |

# Approval

[Note: partnership proposals should include the approval from an authorised officer of each partner organisation. You may delete this instruction text when you are ready]

Signature

Authorised officer name

Position

Date

To receive this template in another format, email the Food Relief Policy team at [foodrelief.team@dffh.vic.gov.au](mailto:foodrelief.team@dffh.vic.gov.au)

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

Available at [Community Food Relief Program Local grants](https://www.vic.gov.au/community-food-relief-program-local-grants) <https://www.vic.gov.au/community-food-relief-program-local-grants> and [Community Food Relief Program Coordination grants](https://www.vic.gov.au/community-food-relief-program-coordination-grants) https://www.vic.gov.au/community-food-relief-program-coordination-grants

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