

## Project plan definitions

Item	Definition
<b>Objective</b>	<p>What is your project seeking to achieve? This is usually expressed as a statement which answers the question ‘Why are you doing the project?’ As much as possible make the objectives specific and quantifiable. Here are generic examples. Please make yours specific to your project.</p> <ul style="list-style-type: none"> <li>• To divert (number) tonnes of (type) waste...</li> <li>• To reduce the cost of waste disposal for...(who) by (how much ....</li> <li>• To generate high quality compost...</li> </ul>
<b>Outcomes</b>	<p>The outcomes are the benefits that the project will create. These are usually expressed in the past tense and start with a word ending in 'ed'. Here are generic examples. Make yours specific to your project.</p> <ul style="list-style-type: none"> <li>• Improved level of service for community</li> <li>• Increased landfill diversion rates by (amount)</li> <li>• Increased amount of waste diverted</li> </ul>
<b>Outputs</b>	<p>Outputs are the results that will be delivered by the project. These are usually expressed as nouns. Here is an example.</p> <ul style="list-style-type: none"> <li>• <i>xx tonnes of food and organic waste processed</i></li> </ul>
<b>Governance arrangements</b>	<p>Describe the management arrangements that will be in place to govern the project and ensure the grant funds and contributions are spent appropriately. List the name of key people, their position titles and briefly describe their accountabilities during the project.</p>
<b>Resources</b>	<p>What human resources will be required to deliver the project? Include: internal staff, volunteers, external contractors, consultants and working groups as appropriate. Will the project be delivered using existing resources within your organisation or are specific funds been sourced to cover extra people to work on this project? Include the relevant expenditure and in-kind contributions to cover the time of these people in the Application Budget.</p>
<b>Stakeholders</b>	<p>A stakeholder is a person with an interest or concern in your project at any stage. They can either influence or be affected by the project. The diagram below different levels and tools for stakeholder engagement.</p>

Item	Definition
	<ul style="list-style-type: none"> <li>• Who are the main stakeholders and what is their connection to the project?</li> <li>• Who are the stakeholders who can influence the delivery of the project (in positive and negative ways)?</li> <li>• Have you already consulted with the main stakeholders? If not, do you plan consult with them, when and how?</li> <li>• How will you incorporate stakeholder concerns and feedback into your project activities?</li> <li>• How will you keep communicating with and informing the stakeholders during the project?</li> <li>• Do you have an existing reputation or relationships with any of the stakeholders? For example: <ul style="list-style-type: none"> <li>▪ Your existing facility has intermittent odour complaints from neighbours. The expansion and upgrade has been discussed with the neighbours and includes a shed and bio-filter to control odours in the receivables area. The advertised amendment to the development consent has received no objections.</li> </ul> </li> </ul>
<b>Guidelines and technical standards</b>	What guidelines, Australian Standard or International Organisation for Standardisation (ISO) standards, and recognised methodologies will be applied deliver this project?
<b>Legislative requirements and approvals</b>	<p>What are the main legislative requirements that will be followed for the delivery this project and, performance of the new infrastructure, service or equipment. For example:</p> <ul style="list-style-type: none"> <li>• Legislative responsibilities</li> <li>• Statutory approvals</li> <li>• Development approvals</li> <li>• Licences and permits</li> <li>• Government policies</li> </ul>
<b>Quality control</b>	<p>How will the new infrastructure and service be reviewed to ensure the above standards and legislative requirements are being met?</p> <p>How often will this review happen?</p> <p>Who will be involved in the review process?</p>
<b>Procurement</b>	<p>What procurement process will you use to purchase services and equipment? Will you just follow your organisation's existing procurement requirements? If so, explain what this is.</p> <p>How will you achieve best value for money?</p>

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<p><b>Measuring success</b></p>	<p>How you will monitor and measure the success of the project along the way? At the end of the project how will you be able to answer the questions: 'What have we achieved?' and 'How do we know?'</p> <p><b>Note:</b> The Project Measures Table is a separate reporting template that will capture <b>quantitative</b> information about what has been achieved at each milestone.</p> <p>Include in this plan what <b>qualitative</b> information will you capture to demonstrate the project is being successfully delivered and achieving results?</p> <p>For example, but not limited to:</p> <ul style="list-style-type: none"> <li>• Photos and videos of a facility constructed, equipment in use</li> <li>• The quality of the end product</li> <li>• Interviews with stakeholders</li> <li>• Testimonials</li> <li>• Survey results and feedback</li> </ul>
<p><b>Capturing lessons learnt</b></p>	<p>Projects do not always go to plan. How will you capture information about the lessons learnt from your project?</p> <p>How would you share the learnings with others in your professional or community networks?</p>
<p><b>Tasks: Key project steps</b> (Provide a separate attachment)</p>	<p>What will be the key steps to deliver your project?</p> <p>Present these steps in a Gantt chart or similar (as a separate attachment).</p> <p>Remember to factor in enough time for time consuming activities such as getting approvals, permits, recruitment and construction.</p> <p>Include for example:</p> <ul style="list-style-type: none"> <li>• Brief description of the task</li> <li>• Duration of task (start and end dates)</li> <li>• Key dates such as scheduled events, training sessions, events and commencement of a new service.</li> </ul>
<p><b>Main risks and minimisation strategies</b> (Complete the table provided)</p>	<p>Using the table provided, identify the main risks for the project such as:</p> <ul style="list-style-type: none"> <li>• Budget risks – such as changes in labour or equipment costs, unforeseen costs, exchange rates.</li> <li>• Financial viability risks – such as poor take up of a new service, projected returns being lower than anticipated, loss of waste contracts, inability to source supply of waste material.</li> <li>• Timeline risks – such as major delays caused by you, other people or organisations; delays in approval processes or construction, lack of availability of equipment, wet weather.</li> <li>• Environmental risks – such as land contamination, negative environmental impacts.</li> <li>• Health and Safety risks – for all people working on the project. If yours is a major construction project, it is expected that you will compile a more detailed risk assessment to cover staff and contractors working on site. For this Plan identify the main health and safety risks for the project.</li> <li>• Other risks - such as opposition from stakeholders or the community, fines and penalties.</li> </ul>

Likelihood		Risk Rating Matrix				
The event will occur in most to all situations (e.g. +95% of the time)	Almost Certain	Low	Medium	High	Extreme	Extreme
This event is likely to occur more often than not i.e. it will occur in the majority of situations (e.g. >75% of the time)	Likely	Low	Medium	High	High	Extreme
This event might occur or might not occur, perhaps 50% of the time	Possible	Low	Medium	Medium	High	High
This event is expected to not occur significantly more often than it would occur i.e. it will not occur in the majority of situations. (e.g <25% of the time)	Unlikely	Low	Low	Medium	Medium	High
It is theoretically possible for this event to occur, but it is not reasonably expected to occur virtually at all. (e.g. ~5% of the time).	Rare	Low	Low	Low	Medium	Medium
		Insignificant	Minor	Moderate	Major	Catastrophic

	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Consequences</b>					
Impact on health and safety, or potential damage to property, environment, Aboriginal and non-indigenous culture and/or heritage	Little to no impact	Small impact, recover within a short timeframe (hours/days)	Some medium-term impacts - no material long term loss.	Significant medium to long term impacts, some permanent loss.	Substantial over a long term to permanent loss
Legal/Regulatory/Political/Organisational non-compliance	Will not involve non-compliance	Minor breach, possible warning	Non-compliance, moderate to significant ramifications	Major non-compliance potential to result in severe ramifications	Severe issues with potential for prosecution and/or substantial penalties /serious litigation/ class action/organisational liability.
Media and political attention	Unlikely to attract	Some local media, very short term	State level media/ political over a short term (e.g. couple of weeks)	State level media/ political for extended term (e.g. several weeks into months)	National and international media/political for a protracted term
Cost and resources to address	Not significant	Modest financial costs and/or short-term resource commitment to rectify (e.g. up to 2% of project budget)	Significant financial costs and/or commitment of resources to rectify e.g. between 2% and 5% of project budget)	Very substantial financial costs and/or commitment of resources to rectify (e.g. between 5 and 10% of project budget)	Involve extremely high financial costs and/or commitment of resources to rectify. (e.g. >10% of project budget)
Delivery of Project	Not noticeable	Material impact of delivery timeframes, some slippage, but able to rectify relatively easily	Significant impact on timeframes, or ability to deliver on objectives. Milestones not achieved. Possible to rectify within the medium term	Substantial, short term shutdown of project. Major impact on ability to achieve project objectives. Possible but difficult to rectify.	Long term to permanent shutdown of project activities
Reputation/Stakeholder Relations	Negligible	Minor short term localised damage, some effort to rectify.	Material damage to reputation or relations which will take a significant amount of time and effort to rectify.	Significant damage with many stakeholders or almost irreparable damage with small number of key stakeholders.	Virtually irreparable damage that will require significant time and effort to rectify. Issues reflect badly onto reputation of the organisation and/or NSW Government.