

Project plan, governance framework, communication and evaluation plan

Project Title:
Organisation Name:
Project Manager:
Project Objective(s):

GOVERNANCE

Steering Committee/Working Group/Project Reference Group

Group Name: (this doesn't need to be a specifically establish group, it could be an existing community groups committee or working group)

Membership:	Roles/Duties: (e.g. minute taker, meeting organiser, chair)
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Terms of Reference

Has the group developed a terms of reference? If no, you can complete the following:

What is the purpose/role of the group? (e.g. is the group providing direction and advice? Is the group providing sign off on project activities and reports (including progress reports and milestone reports?))

What sort of project reporting mechanisms will the groups use to manage the project and ensure it stays on track?

What process is required for decision making? (ie minimum quorum)

How will the group oversee the financial reporting (e.g., sign off the justification of expenditure)?

Meetings

How often will the group meet?

How will the meeting agenda be established?

PROJECT LOGIC		
Outcome Hierarchy	Definition of Level	Monitoring and Evaluation
Ultimate Goals	Broader goals that the program outcomes are expected to contribute towards (usually difficult to measure)	A number of different methods will need to be used to evaluate the higher levels of your project logic. Some you might consider are significant change stories, raw data such as GHG emission reductions, quantitative and qualitative surveys. Your facilitator can assist you in planning your project evaluation.
Long-term Project Outcomes	The desired final result of the program (may be achieved some years after the program has finished)	
Intermediate outcomes	The changes in knowledge, skills and behaviours achieved as a result of the outputs.	
Outputs	The tangible results that directly related to activities	<i>Did the outputs lead to the desired outcomes? Is there evidence of the outputs being achieved?</i>
Influencing Activities	These are the activities conducted to bring about change	<i>Were the activities effective in producing the desired outputs?</i>
Foundation activities	These are the activities that need to occur first, usually internal ie planning, partnerships, research	
Resources	Project resources (\$, materials, people)	<i>Did the resources produce the activities in an efficient manner?</i>

PROJECT PLAN

Ultimate Goals

**Long-term project outcomes
(beyond 12 -18 months)**

**Intermediate outcomes
(12 -18 months)**

What do you want this project to lead to in changing behaviours, knowledge and capacity?

**Outputs
(12 months or less)**

*What will this project deliver in 12 months?
Be specific and concrete.*

**Monitoring and Evaluation- Indicators of success
(Include activities and tools)**

	Activity	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Influencing Activities													
Foundation activities													
Resources													

RISK MATRIX

RISK (what could go wrong?)	MITIGATION ACTIVITIES (how would you avoid it OR fix it?)	RISK LEVEL
		High
		High
		Medium
		Medium
		Medium
		Low
		Low