

Basic Project Management Plan

Project Details

Project Name		
Project Manager		
Project Team Members	1:	2:
	3:	4:
Project Description (please provide specific details)		
Project Purpose (why you need the project and the benefits to your club)		

Project Timeframes:

Milestone	Date
Desired Project Start:	
Desired Project Finish:	
Estimated Construction Timeframe: (from sod turn to hand-over)	

Project Key Milestones:

Milestone	When?	Tick When Completed
Designs & Site Map		<input type="checkbox"/>
Quotes		<input type="checkbox"/>
Consultation with Council		<input type="checkbox"/>
Funding Sources Identified		<input type="checkbox"/>
Land Tenure (do you have permission / lease/right to occupy of the proposed location)		<input type="checkbox"/>
Engage Contractor		<input type="checkbox"/>
Building Approval		<input type="checkbox"/>
Commence Construction		<input type="checkbox"/>
Complete Construction		<input type="checkbox"/>
Finalise Project		<input type="checkbox"/>

Project Budget:

Pre-Construction	Designs	\$
	Professional Fees (eg Engineering Services)	\$
	Council Approvals	\$
	Sub-Total =	\$
Construction	Site Preparation	\$
	Project Construction	\$
	Site Remedial Works	\$
	Sub-Total =	\$
Project Contingency	Please allow 5- 10 %	\$
	<u>TOTAL PROJECT COST =</u>	\$
Source of Funds CONFIRMED	Club Contribution (<i>confirmed YES / NO</i>)	\$
	In-Kind Good & Services (<i>confirmed YES / NO</i>)	\$
	Loans (Bank / Personal) (<i>confirmed YES / NO</i>)	\$
	Donations (<i>confirmed YES / NO</i>)	\$
	Local Government Grant (<i>confirmed YES / NO</i>)	\$
	Other Grant Funding (<i>confirmed YES / NO</i>)	\$
	<u>TOTAL FUNDING =</u>	\$
Total Project Surplus / Shortfall	Total Project Cost less Total Funding (<i>if shortfall put amount in brackets</i>)	\$
Whole Of Life Asset Costs	Replacement Value of Asset = (<i>Calculate \$1,000 per square meter of construction space</i>)	\$
	Maintenance & Renewal Costs = (<i>Calculate 2.5% of Replacement Value of Asset</i>)	\$
How will your club account for the Whole of Life Asset Costs? (<i>please describe eg: in-kind, existing budget, increase revenue</i>)		