|  |  |
| --- | --- |
| **Project title** | **Name:** |
| Organisation | **Name:** **Address:** |
| Project Manager | **Name:** **Contact details:** |

|  |  |
| --- | --- |
| Project Description |  |

### Project team - Who will support the project?

|  |  |
| --- | --- |
| Financial support | Name:  Contact: |
| **Administration support**  **Eg Smarty Grants** | Name:  Contact: |
| **Architect** | Name:  Contact: |
| **Contractor** | Name:  Contact: |
| **Council contact** | Name:  Contact: |
| **Council Contact** | Name:  Contact: |

# Key deliverables

*What tangible items will the project deliver eg. New blinds, disabled toilet facilities*

| Deliverable |
| --- |
|  |
|  |
|  |

# Regulatory Requirements

| List any licence, permit, or other specification requirements |
| --- |
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|  |

# Budget

What are the costs associated with the project – include permit costs and demolition costs

| Item | Organisation  cost | Grant | Volunteer labour |
| --- | --- | --- | --- |
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# Work breakdown

| Task details | Who’s responsible | Start date | End by |
| --- | --- | --- | --- |
| ***Project Planning***  *Eg. Email Request for Building Permit Advice to Council - contact is* | *Jo Bloggs to email* | *1 Feb 2017* | *14 May 2017* |
| *Eg contact contractors to get 3 quotes - use the Request for Quote for works form* | *John Smith* | *1 Feb 2017* | *28 Feb 2017* |
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