



06 Project planning

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With clear goals, respectful partnerships, and strong governance, a plan becomes more than a roadmap—it becomes a tool for empowerment, sustainability, and achieving desired outcomes.

Key elements to consider when you are developing a project plan are listed below.

1. Overview

- ☐ Write down the project name, start date, end date, and total budget
- ☐ Summarise what you are planning to do
- ☐ Include the purpose, goals, and the value the project will deliver [04 Defining your vision and goals]

2. The project team

- ☐ Think about your organisation's current or proposed decision-making process and how this could support the project
- ☐ Who are the key people involved in the project (sponsor, manager, project team) and what are their roles and responsibilities
- ☐ Outline the skills and experience you will need, and if you have these or will need training or will need to be procured.
- ☐ How will you make decisions for this project [05 Governance and decision making]

3. Opportunity assessment

- ☐ How will you know the project is successful? [07 Benefits assessment]
- ☐ Are there similar projects you can learn from?
- ☐ Do you have what you need to take part in the project?
- ☐ What unique strengths do you bring (like location, knowledge, or services)?
- ☐ What skills and experience can your partners bring?
- ☐ How will the partnership work – who designs, decides, and funds it?
- ☐ Where will the funding come from?

4. Documenting the details

- ☐ Develop a detailed plan with timelines and decision points
- ☐ Identify risks and what you will do to stop them happening or reduce their impact
- ☐ Include risks to financial performance and how this can be minimised and managed
- ☐ Describe what you will need including equipment, training, funding and if this is needed after the project end date
- ☐ Will expertise from outside your organisation be needed

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- ☐ Describe how the business will be managed and run, including how you'll track progress and measure success.
- ☐ If the project is in a regional or remote area, explain how you'll manage natural resources like water, land, and animals to make sure the approach is sustainable.
- ☐ Outline key milestones in the project plan
- ☐ Decide what will be monitored by who

5. Project budget

- ☐ What is the total budget / project cost
- ☐ Write down all the costs (e.g. staff, materials, meeting costs, travel etc)
- ☐ What investment is needed from others
- ☐ What are the terms and repayment schedule (if relevant)
- ☐ Who is managing and tracking the budget
- ☐ Can the project continue after funding ends?

6. Monitoring and review (build this into your plan)

- ☐ Set up milestones to check in if the project is on track
- ☐ Think about what is working well and what isn't
- ☐ Look at opportunities to collect feedback from the Community and partners – what is the project's impact on people, culture, environment, and economy
- ☐ Consider how you will make changes and improvements
- ☐ Agree on ways to share outcomes and insights
- ☐ Plan what happens next – continue, improve, or end