**What is a Project Management Plan?**

A *Project Management Plan* is a detailed breakdown of all the required tasks that need to be undertaken as part of a project, as well as a timeline for each task and who is responsible for its implementation.

**Why is a Project Management Plan important?**

A *Project Management Plan* is used to assist in tracking the progress of a project. It is important for the Project Manager to know at what stage the project is at any given time. A *Project Management Plan* is useful to assist in keeping the project on track and determining how long it will take to complete the project.

**Infrastructure Projects: Task examples for inclusion**

This table contains example of the tasks that might be included in a Project Management Plan. This table and its contents is not an exhaustive list and should be used as a guide only. You are encouraged to include any additional steps relevant to your project. Some steps in this list may not be relevant to your project.

**Task Examples for Inclusion**

|  |  |  |
| --- | --- | --- |
| Form Project Steering Group | Obtain Quote 2 | Works commence on-site |
| Recruit project manager | Submit Land Mangers Consent Application | Site preparation |
| Consult with stakeholders/ priority groups | Confirm funding contribution | Construction by contractor |
| Consult with State Sporting Body | Submit Application | Works completed on-site |
| Appoint design consultants | Approve concept design & project cost estimates | All invoices paid |
| Prepare concept design drawings | Funding is announced | Opening event |
| Obtain Quote 1 | Appoint contractor | Finalise Acquittal |

**Project Details:**

|  |  |
| --- | --- |
| **Project title** |  |

**Project Manager Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Address** |  |
| **Position** |  | **Phone number** |  |
| **Organisation** |  | **Email** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project task** | **Start date** | **End date** | **Task responsibility**  | **Responsible organisation** | **Task Complete (Y/N)** |
| **Eg:** Submit Land Mangers Consent Application | 12/06/2012 | 12/07/2012 | John Citizen | Example Riverside Bowls Club | N |
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