Inspire. Act. Lead.

**Project Management Template**

**Overview**

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| Project name |  | |
| Objective of project |  | |
| Project Date(s) and times |  | |
| Property address and points of interest | *This is important to note not only for guests but also if you have to call emergency services and give them details of your location. Note nearest cross roads and any prominent features.* | |
| Exact meeting location for guests | *Note exact details on where to meet, if there are any features in the landscape people can look out for, any tricks to finding properties. Include link to Google map if possible* | **Travel time to destination:** |
| Any other events that may impact your project | *Are there any events that may affect traffic, parking, compete with you getting volunteers to your project e.g. music festivals or university exams etc.* | |
| Expertise required to guide activities | *E.g. Kayaking guide, plant ID etc.* | |
| Project partner(s) | *Group or organisation(s) you are working with.* | |
| Accommodation provided | Y/N | Type: |
| Amenities | Y/N | Type: |
| Access to drinking water | Y/N | |
| Areas of interest for recreational activities | *I.e. Swimming holes, bush walking trails, dam, camping areas etc.* | |
| Emergency services point of reference | *In the event of an emergency, this is the information you will need to provide to police or ambulance services. Note nearest cross roads and street names and other information related to your site location.* | |
| Nearest medical services | *I.e. nearest hospital / doctors in case you need to get someone there in an emergency.* | |
| Wet weather contingency | *Note whether you will go ahead, how you will communicate with everyone if event is cancelled i.e. Check Facebook group night before or email or text all registered volunteers* | |

This should capture the basics of where you are working, who you are working with and what to include in your promotional material.

**Project coordination**

These are the people who will be playing a role in organising components of your project, promoting the project and running the project. Add rows where necessary.

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| Coordinator(s) | Assistants | Other volunteers |
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**Resources**

These are the physical tools and equipment you will need to run your project safely and achieve your proposed outcomes. Add rows where necessary.

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| Resources required to run project | Who will organise? |
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**Who will be involved?**

List all the people you will be engaging with as part of this project. Internal stakeholders are managers, staff and volunteers within your organisation, external stakeholders are staff, volunteers, wider community, media, other organisations external to your organisation. Add rows where necessary.

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| --- | --- | --- | --- |
| Stakeholder (internal and external) | Organisation | Contact details | Breakdown of duties |
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**Budget**

These are the expenses required to run your project or the costs incurred by volunteers and project partners. E.g. food, travel, accommodation, tools, extra activities etc. Add rows where necessary.

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| --- | --- | --- | --- | --- |
| Item | Funds required to run project | Volunteer expenses | In-kind from other organisations | Total |
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**Activity breakdown**

Add rows where necessary. This is what will go down on the day of your event and who will be responsible for coordinating this. E.g. Arrivals and registrations, BBQ, safety induction, Landcare work, adventure activity etc.

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| Date/time | Activity | Responsibility |
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**Risks**

These are the risks you need to consider when developing your project.

Steps to assess project risks:

1. **Consider the site:** what’s the terrain like, rough, steep, rocky, slippery, exposed to sun, wind? Is there thick vegetation and over hanging branches? Are there snakes, bees, ants, spiders?
2. **Consider the tasks to be undertaken:** Will people be carrying heavy and awkward objects? Will they be handling chemicals? Working with machinery?
3. **Consider the people:** Are the people (e.g. volunteers) skilled or unskilled, do their fitness and capability levels suit the task? Do people have any prior medical conditions?
4. **How could a person be injured?** Think about the people and what activities are planned. Consider trips and falls, bites and stings, branches sticking in eyes, injuries due to tool use, back and shoulder strains, dehydration or sunburn.
5. **Identify risk control strategies:** What will people do or not to do to minimise risks? List the strategies to reduce exposure to risks and ensure they know what is expected of them, e.g. follow instructions.
6. **Supervise and monitor:** Make sure everyone!!! sticks to the plan and rules. Some people may require more supervision than others. Perhaps you need to remind people of the risks throughout a project, e.g. to take drink breaks or ensure all tools are kept and handled safely.
7. **Emergency response plan:** Make sure you have people’s emergency contact details and list general emergency contact details, e.g. nearest doctor / hospital. And ensure the groups knows what to in case of an emergency, even if something happens to the coordinator.

**Risk assessment form**

We recommend filling this out prior to your event and then add anything extra you see on the day. You might want to get your project partners to let you know what they keep an eye out for when working on the site too. Let your volunteers know of these risks prior to commencing work and how you will manage them.

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| --- | --- | --- | --- |
| Risk | Likelihood H, M, L  (High, Medium, Low) | Impact H, M, L  (High, Medium, Low) | Mitigation |
| Heat/sun exposure |  |  | *First aid kit, first aid officers, clear instructions, advise volunteers to wear appropriate clothing, have sunscreen, drinking water and shade options available.* |
| Handling debris / rubbish / vegetation |  |  | *First aid kit, first aid officers, clear instructions, advise volunteers to wear appropriate clothing including PPE, have a sharps kit available.* |
| Physical site hazards e.g. trips and eye stick |  |  |  |
| Snakes / insects / animals |  |  |  |
| Lifting heavy / awkward items |  |  |  |
| Unskilled volunteers |  |  |  |
| Volunteers with pre-existing injuries |  |  |  |

**Contact list for project**

These are the people who will be coming on your project and the information you need in case of an emergency. Add rows where necessary. You can collect this via your RSVP’s or on the day via the volunteer registration form.

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| --- | --- | --- | --- | --- | --- |
| Name of person | Contact phone | Organisation (if applicable) | Emergency contact | Any allergies? | Any pre-existing injuries? |
| *E.g. Joe*  *Blow* | *0412345678* | *Intrepid Landcare* | *Mum*  *1234567891* | *Yes*  *Bees* | *Footy injury in left arm can get agitated if do repetitive actions* |
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**Communication and promotion**

This list will help keep you on track with your promotion and keep your message consistent.

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| Email networks | *Who will you email information about your project to? Are there other networks who will promote your project?* |
| Slogan | *This may be something to capture what your project is trying to achieving in a short sharp succinct way, it may also be attached to a bigger campaign that you are tapping into that has a slogan attached to it.* |
| Hashtags to be used | *You can attract other networks and their followers to your promotion by using popular hashtags in your posts. Consider big name campaigns/projects that are already in the spotlight or national organisations which also represent what you are doing and you can leverage off their popularity.* |
| Handles to include (other networks and organisations to leverage off) | *You can attract other networks and their followers to your promotion by tagging them in your posts. They may share what you are doing to their networks resulting in more attention to what you are doing.*  #Landcare #IntrepidLandcare |
| twitter | *List the social media accounts that you want to tag in your publicity to draw attention to what you are doing.* |
| instagram |  |
| facebook |  |
| Website |  |
| Media release prepared | Y/N |
| Mainstream media (who?) | Television:  Radio:  Newspapers:  Magazines: |
| Community talks (which groups?) | *This will be to any key groups in your community you think you may attract volunteers from e.g. University lectures, school groups, youth centres, other clubs and societies etc.* |
| Registrations | *How will you collect registrations for your project? Will this be via an RSVP to your email or on social media/Eventbrite? How will you communicate with those who will register regarding what to bring, if you have cancelled the event due to wet weather etc.?* |

|  |  |
| --- | --- |
| Promotion timeline | Related activity |
| At least one month before project date |  |
| Two weeks prior to the event |  |
| Week leading up to event |  |
| At event |  |
| Post event |  |

**Monitoring and evaluation**

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| --- | --- | --- |
| Project: | | Date: |
| **Location:** |
| Name of person carrying at M&E | |  |
| Description of activity |  | |
| Achievements i.e.  Area of weeds removed (ha)  Trash removed (kg)  Number of trees planted |  | |
| Number of volunteers engaged in project |  | |
| Number of new volunteers engaged |  | |
| Hours worked |  | |
| Photo recorded | Y/N | |
| Any injuries or incidents |  | |
| Any significant plant or animal species noted  i.e. Threatened/Endangered species animals  You may want to upload these into the [Atlas of Living Australia](http://www.ala.org.au/) |  | |
| Other information or comments |  | |