# Project Plan

## PROJECT NAME:

## Anticipated Activity Start Date: Anticipated Activity End Date:

This document forms an essential part of your application. It is a statement of tasks that will be undertaken during the Activity, a timeline for each key task and a list of who is responsible for the Activity’s implementation. If your application is successful it will be used in the development of your Funding Agreement.

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| --- | --- | --- | --- | --- | --- |
| **Order** | **What needs to be done?**  **List items in the order they will be done** | **How you will do it?**  **Add individual steps as required** | **Who will be responsible?** | **What will show that you have done it?** | **Anticipated Completion Date** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |