

GRANT FUNDED – PROJECT IMPLEMENTATION PLAN TEMPLATE

WORKFORCE TRAINING INNOVATION FUND



About this template

- The purpose of this document is two-fold:
 - a) Completing your project schedule breakdown (Slides 4-6) and risk management overview (Slide 7) as part of your initial Grant application.
 - b) As a project implementation plan (Slide 3) once your project has been approved for funding. Please note you do not need to complete Slide 3 until after your project has been approved. You will use some of the information from your Grant application to complete this slide.
- A range of Microsoft PowerPoint templates are available for your use, however you may use your own templates if you wish. However, they must contain the same sections (e.g. Problem statement / context) and types of information (e.g. risk owner) that we seek input for.
- If you wish to use this template, please do your best to keep your information contained within the boxes and tables provided. We are not seeking reams of information but rather what is enough to help you communicate:
 - what your project is about;
 - what you hope to achieve;
 - how you will achieve it;
 - who will help you deliver the project;
 - who your key stakeholders are;
 - a detailed breakdown of your project schedule and what activity you will do to deliver your project and by when;
 - what could go wrong and how you'll limit this from happening.

Problem statement / context

- Use the information you provided in your Grant application and summarise the key problem you are addressing in a couple of sentences.
- Describe the purpose of your project and the problem you are looking to address through innovation. What is the consequence of your problem.
- Replace these bullet points once you are happy with your replacement text.

Proposed solution

- Use the information you provided in your Grant application and summarise your proposed solution. Bullet point as much as possible
- Don't go beyond 10 bullet points.
- What is your idea / solution to address this problem.
- How will you deliver your idea.
- Delete these bullet points once you have inserted your problem statement.

Key project team

Who are the main people working on the project. This includes the main project sponsor / owner and key team members. Please use full names:

Project sponsor: < insert here >

Project manager: < insert here >

Design lead (if applicable): < insert here >

Technical lead (if applicable): < insert here >

High level scope

- Bullet point each major deliverable What are the high level deliverables for your project. There will be standard scope items that are required for WTIF reporting and then there will also be project deliverables to help deliver your solution. Here are some examples of the types of deliverables you might have:
- Setup of project steering committee
- Recruitment of resources to support project (e.g. project manager, designer)
- Collaboration agreement with partners
- Training & curriculum development plan
- Development of training content & materials
- Design of VR learning module
- Development of VR learning module
- User acceptance testing of VR learning module
- Learning module pilot plan
- Pilot of learning module
- Pilot lessons learned report
- Three quarterly project status reports
- Final project outcomes report
- Grant expenses report

Expected outcomes (key milestones)

- What outcomes do you expect to achieve from embarking on this project?
- How do these outcomes align to the objectives of the WTIF program

Short term – within 6 months

- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4
- Bullet 5

Medium term – within 12to18 months

- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4
- Bullet 5

Longer term – within 24 months

- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4
- Bullet 6

Key stakeholders

Who? First name & surname	Title & organisation	Role in the Project	How will they support this project? Eg. Decision makers, influences, contributors, advisors

Milestone	Key activity	Person responsible	Planned start	Planned delivery

Risk management

- No project is without risk. It is important when planning a project to think about the types of things that can go wrong and to plan what you should do to prevent or limit risk.
- In the table below or in your own project plan template please what you think the key risks for your project will be.
- You are required to provide: a description of the risk & its impact on the project if it eventuates; what action your will take to limit the risk from eventuating, identify an owner for the risk; and the likelihood of the risk eventuating (high, medium, low).

Risk description (Describe the risk & what will happen if it occurs)	Likelihood (How likely is it that this risk will occur? – High, Medium, Low)	Mitigation strategy (How you will prevent / limit the risk?)	Risk owner (Who has the ability to mitigate this risk e.g. sponsor, project manager)
<Insert description & consequence of risk if it occurs>	< High, Medium, Low>	<Insert the action you will take to prevent the risk from occurring>	▪ Who?
<Insert description & consequence of risk if it occurs>	< High, Medium, Low>	<Insert the action you will take to prevent the risk from occurring>	▪ Who?
<Insert description & consequence of risk if it occurs>	< High, Medium, Low>	<Insert the action you will take to prevent the risk from occurring>	▪ Who?
<Insert description & consequence of risk if it occurs>	< High, Medium, Low>	<Insert the action you will take to prevent the risk from occurring>	▪ Who?
<Insert description & consequence of risk if it occurs>	< High, Medium, Low>	<Insert the action you will take to prevent the risk from occurring>	▪ Who?
<Insert description & consequence of risk if it occurs>	< High, Medium, Low>	<Insert the action you will take to prevent the risk from occurring>	▪ Who?

Melbourne November 2017

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