

Project planning template

June 2010

Planning template

A project plan can be anything from a simple one pager to a detailed restoration plan. For most community groups, a simple plan should suffice, however it's essential to have one so that you know and remember what it is you want to achieve, and how you're getting there.

Spending time considering the impacts of your actions in the initial phase of your project can save huge amounts of time and effort once the project commences. It can even make the difference between success and failure. Regardless of the size of your project, there's quite a bit to think about so hopefully you'll find this template useful.

To clarify what we mean, we've filled it in with an example. If you need any help with this template or would like advice on what you need to do to achieve your goal please contact the [Biosecurity Community Co-ordinator](#)

Example

(see next page)

<p>Goal or vision. What do you want to achieve? What is the outcome that you want? Try and make this as specific as possible.</p>	<p>Our local reserve (Thompsons bush) is weed free and the local community understands the threat of weeds to native ecosystems.</p>
<p>What will success look like? Outcomes that will ensure your overall goal is met. There will probably be a few items to list here.</p>	<ol style="list-style-type: none"> 1. Weed infestations are reduced by 20% per year. 2. No wild ginger, moth plant or woolly nightshade set seed from year 1. 3. Local gardens are not acting as a weed seed source. 4. Native seedling numbers increase.
<p>How will these outcomes be met? Tasks that will need to happen to achieve the above outcomes. Will these tasks need to happen all year round or just during specific seasons?</p>	<ol style="list-style-type: none"> 1. Weed management plan for reserve prepared in consultation with ARC and reserve owner. 2. Weed removal – contractors to control large infestations and undertake any specialised weed control. Project members to undertake all other weed control. 3. Talks given to local residents informing them of weed issues and to enlist project members. 4. Regular article on weeds written for local newspaper.
<p>What will these tasks cost and how will you fund them? Will the group supply all the labour or do you need some contract help? Will you fundraise yourselves or apply for funding to organisations?</p>	<ul style="list-style-type: none"> • Apply to EIF and reserve owner for contractor funding and tools. • Labour – provided by project members. • Ongoing herbicide and incidentals funded by reserve owner and local sponsorship.
<p>Do you need to break the project in to stages and state what you will do each year? You may need to work progressively towards a larger goal. Be realistic and set achievable yearly targets.</p>	<p>Year 1 Moth plant vines are removed, mature wild ginger and woolly nightshade are cut and treated. Contractor and volunteers control weeds as appropriate and specified in weed management plan.</p> <p>Year 2 As above, progressively volunteers will be carrying out all weed control, work de-heading flowering weeds will decrease as the infestations are controlled.</p>
<p>How will you measure success? What will you do</p>	<ul style="list-style-type: none"> • Quarterly surveys for weed species and sizes of infestations.

<p>to measure the results of your efforts and monitor the effect on the outcome of those efforts?</p>	<ul style="list-style-type: none"> • Vegetation monitoring is conducted at 3 yearly intervals to assess native seedling survival.
<p>Training – do members of your group require any specialist training to undertake the tasks safely? Do you need a Health & Safety plan in place to ensure that volunteers and private landowners interests are protected?</p>	<ul style="list-style-type: none"> • Core group of weeders to attend Growsafe course (free). ARC will train on techniques and assist with planning. • Monitoring – ARC will provide all necessary training. • Health & safety plan will be written in consultation with reserve landowner.
<p>Do you need a structure of some kind or will you just appoint a Co-ordinator? Is it useful to become a registered Society or similar? Will you have formal regular meetings or informal get togethers? Will you need a bank account?</p>	<ol style="list-style-type: none"> 1. Small committee formed who meet quarterly to schedule activities and send out communications. 2. Make an arrangement with Residents and Ratepayers Association to use their bank account to receive funding and pay contractors. 3. Members volunteer for tasks that interest them at a frequency they can manage. Tasks are managed by a roster system to share work load. 4. Weeding bees are also a social occasion usually finishing with a BBQ.
<p>Recruiting others. Do you have enough people to undertake the tasks?</p>	<ul style="list-style-type: none"> • Start with letter drop to all neighbours and local residents, include any local clubs, organisations and schools close to the reserve – ARC will help with this. • Get local paper to do a story on the project. • Ask for more help when publishing newsletters in local media. • Join Weedbusters . • Advertise working bees on ecoevents website.
<p>Communication. Will you communicate regularly with the group and neighbours? It helps to think about how you will publicise your project, attract volunteers and let funders know what you've been doing.</p>	<ul style="list-style-type: none"> • Quarterly email newsletter to all members, forwarded to local paper. • Bi-monthly email reminders to members regarding working bees. • Prepare annual report of activities, successes (and failures) and send to members and funders.