

# Active Tasmania

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## Developing a project plan

**The Tasmanian Active Infrastructure Grants Program provides grant funding for the sector to build new and upgrade existing sport and active recreation infrastructure. The aim of the program is to enhance community sport and active recreation participation opportunities through the provision of spaces that are safe, inclusive, accessible, meet present standards and cater for a range of activities.**

Applicants considering applying for this grant funding will require a project plan. Project plans may be simple or complex documents depending on the size and scale of the project, but the principles of developing the project plan are similar.

## What is a project plan

A project plan outlines the who, what, where, when and why of your project.

### Who

Provide details of who will be responsible for delivering the project (the human resources) and their experience and qualifications.

Consider if your project will be:

- managed by you (the applicant) with support of contractors or tradespersons
- project managed by a third party (contractor, consultant, engineering firm or specialist project manager)
- delivered by an alternate model.

It is also beneficial to provide a summary of key roles and responsibilities for project delivery and management, especially for larger projects.

# What

This section outlines project requirements or scope of works, including the end project outcome, and how it will be delivered. This could be detailed as key project components, items, tasks or phases depending on the size and scale of the project.

Key items to consider may include:

- identifying and engaging contractors or tradespersons including procurement process
- Statutory Approval requirements
- demolition or rectification work requirements
- construction
- groundworks
- building works
- end outcome.

# Where

It is important to describe where the planned project is situated and whether it is an alteration to an existing facility or a new development.

This can be described in text but should be supported by one or all the following:

- architectural drawings
- concept plans
- masterplans
- building plans
- site plans
- site photos.

There may be a cost in obtaining design drawings for projects. If this activity is completed prior to a successful grant application the associated costs cannot be claimed as a component of the grant. To assist in planning smaller scale projects, the applicant may consider marking up photos, inclusion of standard or concept drawings, or editing existing building plans and submitting these with the application.

# When

Provide a clear timeline for the project. Key information includes:

- planning and approval estimated timeframes
- commencement (when your project starts)
- key milestones (dates of individual tasks, or project phases)
- Practical Completion (the date your project will be finished – ensure this is prior to the completion date for the grant program as detailed by the guidelines).

There are many ways to present this information, such as a Gantt Chart or a simple list or table indicating key tasks/phases and associated timeframes. It is not a requirement to purchase project management software.

# Why

Provide an overview of why the project is needed. This may include:

- A demonstrated need for the project, such as:
- standard or availability of existing facilities
- user numbers (current and future)
- health, safety and legislative requirements
- compliance with National/State Sporting Organisation standards.

An overview of what the refurbished or new infrastructure will improve, such as:

- inclusion and accessibility
- an increase in participation due to eased scheduling or increased hours
- increased range of activity (multi-use).
- Other project rationales, such as:
- how the project fits into your current business, operational or strategic plan
- how the project benefits the Tasmanian, regional or local community
- how the project benefits low socio-economic, regional/rural, resource deficient, dispersed and culturally diverse communities.