

PROJECT PLAN.

Note: This Project Plan can be adapted to any of the initiatives. It was designed to give the Champions a starting point and some guidance around how to plan, implement and execute an initiative. It is a generic template, you will need to complete your project plan using specific information that relates to your chosen initiative.

PROJECT TITLE

[Title of the initiative.]

PURPOSE

- Clearly define the problem or challenge that the initiative aims to address.
- Explain the objectives and desired outcomes of the initiative.
- Describe the expected benefits for the stakeholders involved.

Tip

Refer to the front cover of your Initiative Guide, it has all the relevant information you need to consolidate your purpose. Be sure to include all the information listed on that page but put it into your own words so your purpose is genuine and authentic.

PROCESS

- Outline the key activities and steps required to implement the initiative.
- Define the timeline and milestones for each phase of the project.
- Identify the roles and responsibilities of team members involved.

Example

The project will be executed over a period of 12 months, with specific milestones for each phase.

The key steps will include:

1. Develop a plan
2. Implement the initiative
3. Monitor progress
4. Collect and analyse data
6. Make adjustments and improvements.

PROJECT PLAN.

COMMUNICATIONS PLAN

- Create a Communications Plan to make sure everyone gets the right information. The plan should include the following:
 1. **Objectives:** What are the key messages you want to convey?
 2. **Target Audience:** List the specific target audience groups, such as students, teachers, and parents.
 3. **Key Messages:** Outline clear and concise messages that are aligned with the project's objectives.
 4. **Communication Channels:** List the best communication channels to reach each target audience.
 5. **Timeline:** Create a timeline indicating when and how often communication activities will occur.
 6. **Responsibilities:** Assign responsibilities to team members for doing specific tasks.

Example

1. **Objectives:** The key messages for the sun safety project could be promoting the importance of wearing sunscreen, seeking shade, and wearing protective clothing.
2. **Target Audience:** The specific target audience groups could include students, teachers, & parents.
3. **Key Messages:** "Protect your skin from the sun's harmful rays by wearing sunscreen," "Stay safe by seeking shade during peak sun hours," and "Cover up with protective clothing to prevent sunburn."
4. **Communication Channels:**
 - Students: School announcements and social media platforms.
 - Teachers: Emails and staff meetings.
 - Parents: Newsletters, parent-teacher meetings, and school websites.
5. **Timeline:** Communication activities could occur throughout the project, with consistent reminders and reinforcement.
6. **Responsibilities:** The project leader coordinates communication activities, teachers deliver classroom presentations, the social media manager creates and schedules posts, and the Parent and Carer's Association organises parent and carer communications.

PROJECT PLAN.

PAYOFF

- Highlight the expected outcomes and benefits of the initiative.
- Discuss the impact on students, teachers, and the overall learning environment.
- Identify potential challenges or risks and propose mitigation strategies.

Example

1. Better health outcomes
2. Enhanced student engagement and motivation
3. Greater self-confidence and a positive attitude towards sun safe practices
4. Creation of a supportive and inclusive learning environment
5. Greater awareness and understanding of the harmful effects of UVR and what protective measures can be adopted to protect the skin.