

Project Resources

for leaders of
New and Emerging Communities



wacoss

Western Australian
Council of Social Service Inc

*Ways to make
a difference*



New and Emerging Communities Governance Induction Kit 2011

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Introduction to Projects

Project Review

Discuss, as a committee, how your preparation for your project is going against these areas:

	Key issues	Concerns?
<i>Planning on track</i>		
<i>Timeframe</i>		
<i>People involved (stakeholders)</i>		
<i>Risks</i>		
<i>Financial issues</i>		
<i>Outcomes likely to be achieved</i>		
<i>Other issues?</i>		

Use this table as you work through the kit to help plan and manage your project.

Project Planning

Outputs activity

- *Consider all the events, items products or other things that can be counted for your project*
- *For your project plan, complete this table*
- *For grant applications, check the headings in the grant application that relate to Outputs and consider adapting the headings on this table.*

Main Output	How many	When it will be done	Who will do it	Cost per item	How likely it is to be achieved	Main thing to organise to achieve this output

Choosing which projects to prioritise as an organisation

Activity suggestion

Consider individually and then fill out the table.

Discuss as a committee your reasoning for your answers to this table.

Project Name	Important <i>Key reasons why this project should be undertaken</i>	Achievable with existing capacity <i>Include consideration of impact of taking resources from other projects</i>	Urgent <i>How the timeline for action fits with other projects and events for this year</i>
1			
2			
3			
4			
5			
6			

People and their capacity to support the project

The aim of this tool is to support you to consider who is involved in your project and what might be the next steps to supporting them

	Certain / clear?	Action required ?	Next steps	Person responsible for action
How many people will be involved in volunteering on it?				
What will these people do?				
How many people in the community will attend or benefit directly?				
Who are these people and how do we need to communicate with them?				
Are there any partnerships, sponsors or other groups involved?				
What are the priority values and actions for our relationships with our partners?				

Resources

Capacity review

As a committee work through the table and then make a plan for the most urgent and important things to address

	Current situation	Any concerns, sufficient evidence in grant application?	Steps to improve
Regular committee meetings with effective decision making, stable committee, able to effectively support project leaders			
Current finances are clearly understood by committee, realistic budgets decisions are made and understood by the whole committee			
Experience running projects of similar size or realistic expectations of things that might change or happen			
Your partnerships and networks are active and mean you have the support you need and can reach relevant people			
The way you currently communication with members and volunteers fits the project idea and shows you can draw on volunteers to help.			
Your communication systems show you will reach the people the project is for			

Project Management

Change and risk

The aim of this tool is to support you to consider changes or risks that could happen, and what can be done to reduce any harm.

Firstly consider the main activities of your project, the promises made and the things people will be doing.

	<i>Issue</i>	<i>Serious impact if something goes wrong?</i>	<i>How likely to happen?</i>	<i>Next steps to reduce impact of change or accident</i>	<i>Person to take action and date</i>
What things or parts of the project are unclear or what areas do you expect to be a bit flexible?					
What are the main things that could go wrong and how can they be prevented?					
What is the biggest thing that probably needs to be considered more?					

Outputs tracking

1. Consider all the events, items products or other things that can be counted for your project
2. For your project plan, complete this table
3. For grant applications, check the headings in the grant application that relate to Outputs and consider adapting the headings on this table.

Output	How many	Due date	Are requirements for the output clear?	Any issues, how on track is it?	Other project issues affecting delivery of this output	Who is responsible	What assistance they require	Agreed next step	Next review date

Project plans and funding applications

Providing detail in project proposals

<i>Area</i>	<i>Strengths of current detail</i>	<i>Things to do to improve</i>
Do you show the project was planned with the committee and that everyone knows the size, timing and work involved?		
What can you do to more clearly explain why this idea is the priority and these values are so important now?		
What extra detail can you provide to show how the budget fits the project tasks and that the amounts in the budget are close to accurate?		
What are some extra details to explain who the team is and how you will get people involved? Who doing each task (sub-committees, volunteering, cooking)?		
Have you explained who you are partnering with and why?		
Explain how the funder will be promoted and explain how their values will be promoted		

Remember that the people assessing or judging your grant applications are considering investing their money in your idea. They need good detail about the idea to be able to decide. Also, how good your detail is in the application communicates to the funder how good you are at running projects – it makes a strong impression. Providing a lot of the small detail is important, people outside your community are unlikely to know these things or really understand how things are important to your community.