

Project Management Plans

Activity	When	Who
Highlight need for seating to Committee *	March 2018 *	Links Representative *
Meet with Council's Facilities Team and Mariemont Preschool educators	May 2018	Grants Officer
Meet with Community Strengthening Team	Jun 2018	Grants Officer
Gather quotes from contractors for concreting and seating	Jun 2018	Grants Officer
Submit Grant application	2 July 2018	Grants Officer
Install irrigation and community vegetable gardens - review options (Term 3 2018 TBC)	Term 3 2018	President
Gather extra quotes if needed and submit to Committee for approval	September 2018	Grants Officer/ Maintenance
Submit plans to council for final approval of works	November 2018	Grants Officer
Contractors to complete works	January 2019 School Holidays	Next Year's Committee President
Plan working bee to mulch seating area	Term 1, 2019	Next Year's Maintenance Officer

Example A



Activity	When	Who
recruitment of a project worker *	November 2018 *	Committee of CCH *
Identification of existing activities and key people	November 2018 - Jan 2019	Project worker
Development of website, social media sites and template for community magazine	November 2018 - Feb 2019	project worker and graphic designer
recruitment and training of volunteers	Jan - March 2019	project worker
launch of social media site for communication and recruitment of volunteers	Feb - march 2019	project worker
Launch of website and publication of first edition of community magazine	late March 2019	project worker and volunteers
continued production of content for website and social media	April - November	volunteers
development of content and publication of second edition of community magazine	July - September 2019	volunteers and graphic designer
co design and ongoing evaluation	February - November 2019	Project worker, CCH Committee and volunteers
compilation of report to Council	Sept - Nov 2019	Project worker, CCH Committee and volunteers

Example B