





**Project planning**

A guide to planning successful facility development projects

**workbook**

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This Project Planning Workbook has been designed to help your club plan projects strategically, ensuring that they are ready when grant opportunities arise. By using this workbook, your club can proactively identify and address project needs and gaps in service delivery well ahead of grant program openings.

The workbook presents a series of thought-provoking questions, complemented by helpful hints, to guide your club through the process of project development. The aim is to spark brainstorming sessions that target essential aspects of your projects that might otherwise go unaddressed. By investing time in this preparation phase, your club can significantly increase the chances of delivering projects that will support your desired community outcomes.

As you work through the workbook, you’ll explore the why and how behind your proposed project, understanding how it meets your club’s needs and fills existing service gaps. You’ll also delve into financial aspects, estimating costs, identifying potential revenue streams and planning for ongoing maintenance and asset management.

Research plays an important role in supporting your project’s validity, so the workbook prompts you to seek relevant data, statistics and supporting information from various sources. Additionally, you'll be encouraged to consider alternative approaches, demonstrate community support, assess available resources and craft a well-defined project schedule.

The workbook can serve as a starting point for broader planning, such as master planning, concept planning, feasibility studies or business cases. With a well-structured and comprehensive project plan in hand, your club can confidently move into the development assessment and funding phases when required.

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| **What is your project?** |
| Clearly describe your project, including a scope of works. The scope of works should include a detailed outline of the tasks, deliverables and expectations of your project. |
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| **Why do you need the proposed project?** |
| Try to demonstrate any clear gaps that exists in your service delivery, that could be filled through completion of your project. |
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| **How will the project meet your needs and solve any gaps in your service delivery?** |
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| **What professional input might you require?** |
| This might include things like quotes, designs, plans and project management. Note that you may also need advice from Council on required permissions and approvals. |
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| **Will your project make money or cost you money in the long run?** |
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| **If your project will cost you money in the long run, how will you cover these ongoing costs?** |
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| **If your project will result in the construction of new infrastructure, what will you do to ensure ongoing asset maintenance, timely repair and eventual replacement?** |
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| **What research can you do to support your project and demonstrate the need for your project?** |
| Think of any relevant data, statistics and supporting information that might be included in plans or strategies released by local, state or federal government, and/or your governing bodies. The project may also be identified in your club’s strategic plan. |
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| **What alternatives might exist for completing your project?** |
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| **What support can you demonstrate for your project?** |
| This might include member survey results or letters of support from local community organisations, other potential user groups, local schools, Council, governing bodies and elected representatives. Letters from users or potential user groups can be more highly regarded than generic support letters. |
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| **What resources do you have available to complete your project?** |
| Consider the expertise of your people for project management and delivery, as well as any financial or in-kind contributions. Note that funding bodies may require financial co-contribution. |
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| **What is the estimated cost of completing your project?** |
| Consider actual costs, as well as any contingency and escalation allowances. Also keep in mind that there may be costs associated with planning, design, approvals, tendering and professional project management. |
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| **What is your project schedule?** |
| When will your project commence and when will it be completed? What are the key project delivery milestones? |
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| **Have you identified any risks in delivering the project or operating the delivered project?** |
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| **How would these risks be mitigated?** |
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| **Notes** |
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