**PROJECT PLAN**

**‘Her World, Her Voice’ Fund**

**Your team**

Please tell us who will be involved in delivering the project (this can include volunteers and staff)

|  |  |  |
| --- | --- | --- |
| **Team member name** | **Role** | **Contact details** |
|  |  |  |

**YOUR PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Global project outcome:** |  | | | |
| **MO Project Outcome 1:** |  | | | |
| **Key Actions (what you will do)** | **Timeline (key milestone dates)** | **Resources required** | **Responsibilities**  **(who will do what)** | **Risks**  **(what are the potential barriers to achieving these actions and what can you put in place to mitigate these)** |
| Output 1:  Output 2:  Output 3: ... |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Global project outcome:** |  | | | |
| **MO Project Outcome 2:** |  | | | |
| **Key Actions** | **Timeline (key milestone dates)** | **Resources required** | **Responsibilities**  **(who will do what)** | **Risks**  **(what are the potential barriers to achieving these actions and what can you put in place to mitigate these)** |
| Output 1:  Output 2:  Output 3: ... |  |  |  |  |

*Please copy this template for each of the outcomes in your plan. There is an example on the following page to help you make your Project Plan.*

***EXAMPLE***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Global Project outcome:*** | *Outcome 1: Increased number of girls in the Girl Guiding/Girl Scouting movement, with improved inclusion of girls from under-represented communities* | | | |
| ***MO Project outcome 1*** | *Increase the number of girls involved in guiding from the North West Region by 30% by August 2022* | | | |
| ***Key Actions*** | ***Timeline (key milestone dates)*** | ***Resources required*** | ***Responsibilities***  ***(who will do what)*** | ***Risks***  ***(what are the potential barriers to achieving these actions and what can you put in place to mitigate these)*** |
| ***Output 1***  *Increased staff and volunteer support to the North West Region*  *1) Hire a new part time member of staff based in the North West Region*  *2) Recruit an ‘inclusion’ lead volunteer team in the North West Region* | *Hired by May 2021 and ready to work by June 2021*  *….* | *Advert*  *Interviewing panel*  *Time and location for interviews* | *Jane to create advert and put out to all networks*  *Interview panel to include CC and 1 young woman from youth panel* | *Lack of applications: ensure advert is well publicised and salary is competitive*  *No-one appointable: ensure advert is clear. Send to networks of people likely to be eligible* |