**PROJECT PLAN**

**‘SURF SMART 2.0’ 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.*