**PROJECT PLAN TEMPLATE**

1. **OVERALL ASPECTS OF THE PROJECT**

|  |  |
| --- | --- |
| **PROJECT TITLE** |  |
| **OVERALL PROJECT OBJECTIVES (a couple of bullet points about what the project is trying to achieve overall)** |  |
| **KEY PEOPLE INVOLVED** |  |
| **KEY PROJECT MILESTONES (*list 5/6 intended key milestones for the project)*** | **1.**  **2.**  **3.**  **4.**  **5.**  **6.** |
| **COSTS OF THE PROJECT (including both actual costs and potential savings that the project will make)** |  |

1. **DETAILED OBJECTIVES**

**These are the 6 or so project milestones “chunked” or broken down into specific activities which spell out what you will do as steps along the way to work on the project; for examples see point 3 below**

|  |  |  |
| --- | --- | --- |
| **AREA/ACTION** | **WHO** | **WHEN** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

1. **WORKING EXAMPLES OF OBJECTIVES**

|  |  |  |
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| **PROJECT STATISTICS**  **Milestone: Aim for +1,500 completed courses for 2011-12, and cut down incomplete courses to under 40% of total**   * Send quarterly reports out to all partners (including all web statistics)   Statistics for last 3 quarters of the project on Learning Centre:   * *Quarter 1; 104 complete and 129 incomplete=233 total* * *Quarter 2 246 complete, 255 incomplete=total 501* * *Quarter 3: 337 complete, 283 incomplete= 620 overall* | **LOTC Project Team**  **David** | **Review monthly and quarterly**  **Quarterly** |
| **WEB SITE RE-DEVELOPMENT AND FRESHEN**  **Milestone: Aim to hit around 1,000 visits a month on the web site, and 1,200 people registered for Newsletter and E-Community**   * Review project with Minervation, which will freshen the whole site, and particularly the front page * This will involve moving Careers to training, and focussing the home page of the site on 3 main areas: the Learning Centre, Personal Assistants and Employment update * Minervation will be producing a quarterly report on key usage of the website with visits, time on site, new registrations to Newsletter etc. * Discuss with Skills for Care project to create a Reference group for Personal Assistants section | **David/Doug/John**  **Doug**  **David/John** | **Site re-design completed by end May**  **Quarterly**  **May 2011** |