# Project Plan

Community Centre Expression of Interest

Please provide details for each stage of your project. Include as much detail as possible and note if the details provided are confirmed or estimated.

|  | **Stage 1:**  **Town Planning and Pre-construction** | **Stage 2:**  **Construction** | **Stage 3:**  **Community Centre Operations** |
| --- | --- | --- | --- |
| **Key activities**  What activities will you complete in the stage?  Provide an estimated time required to complete each activity |  |  |  |
| **Key project expenses**  List the expenses for your project and an estimated cost for each. |  |  |  |
| **Contractors required**  List the contractors you will use to complete the stage. |  |  |  |
| **Organisation resources**  List the staff, volunteer and any other contributions your organisation will provide at each stage. |  |  |  |
| **Risks**  List any risks you have identified for the stage. |  |  |  |
| **Assumptions**  List any assumptions you made for the stage in order to complete this document. |  |  |  |