PROJECT PLAN TEMPLATE

Project Background			
Project title [3-5 words]	Healthy Living Community Health Fair		
Project background [35-45 words]	Healthy Living, a non-profit small organisation, who is dedicated to improving community health and wellness through education and accessible health services, plans to host a community health fair to promote healthy living and provide valuable health resources to the community.		
Target start date	15 March 202X	Target end date	31 July 202X

Two (2) main quality requirements of project clients [5-20 words each]
For example: • High participant satisfaction: The health fair should achieve a high level of satisfaction among participants.
• Effective health screenings: Health screenings provided at the event must be accurate, reliable, and conducted by qualified professionals. Additional responses: • engaging workshops • seamless event logistics

Two (2) main deliverables quality criteria	
Deliverables [3-10 words each]	**Quality criteria** [15-30 words each]
For example: • Participant feedback scores	For example: • Achieve an average participant satisfaction score of 4.5 or higher out of 5 on post-event surveys.
• Health screening accuracy Additional responses: • number of attendees	• Ensure that 95% or more of health screenings provided have accurate and actionable results. Additional responses: • Ensure that the number of attendees at any given time does not exceed 250 due to the venue's

	capacity. / Achieve a high number of attendance (such as 300 people during the event).
• punctuality of scheduled events	• Program should follow schedule without delays more than 15 minutes.

Quality requirements for project process	
Two (2) main project processes **(3-20 words each)**	**Quantifiable quality criteria** **(10-30 words each)**
Processes can be presented in any order. For example: All volunteers must undergo comprehensive training and demonstrate competency in their assigned roles.	Any of the following: • Achieve a 100% completion rate of the volunteer training program. • At least 90% of volunteers must pass a competency assessment (such as quizzes, practical demonstration, etc.) at the end of their training.
Implement robust safety measures and emergency preparedness plans to ensure the wellbeing of all participants and staff. Additional processes: • Implement time-slot ticketing or staggered entry times to distribute attendance evenly throughout the event. • Monitor attendance in real-time and manage entry during peak periods to prevent exceeding capacity. • Any aspect of effective marketing and promotion, including identifying target audience, creating marketing plan and promotional material, choosing appropriate marketing channel and launching the marketing campaign.	Any of the following: • Maintain an incident rate of less than 1% of total participants. • Achieve an average emergency response time of less than 3 minutes. Additional responses (responses must be relevant to the process): • Ensure that the number of attendees at any given time does not exceed 250 due to the venue's capacity. • Achieve a total reach of 10,000 people through various marketing channels.

Add more rows as needed

Task	Assigned to	Minimum of three (3) deliverables for each task	Resources required for task completion
Example: *Event planning and coordination*	*TBC*	• *Define the event's objectives, scope, and goals.* • *Develop a detailed project plan with timelines and milestones.* • *Coordinate with stakeholders, including sponsors, partners, vendors, and community organizations.*	• *Project plan* • *MS Word* • *Email / phone*
Marketing and promotion	TBC	Students must list 3 relevant deliverables. For example: • Develop a marketing strategy and plan, including target audience identification. • Design and produce promotional materials (flyers, posters, social media content). • Engage with local community organisations, influencers, and media to spread the word.	• MS Word to drafting marketing plan • Email / phone • Software suitable for designing (such as Canva, Adobe Creative Cloud)
Volunteer recruitment and training	TBC	Students must list 3 relevant deliverables. For example: • Develop a volunteer recruitment plan and outreach strategy. • Create volunteer job descriptions and roles.	• MS Word • Email / phone

		• Organise and conduct training sessions for volunteers. • Assign volunteers to specific tasks and roles during the event. • Provide support and resources for volunteers, ensuring they are well-prepared and motivated.	
Vendor and exhibitor management	TBC	Students must list 3 relevant deliverables. For example: • Identify and reach out to potential vendors and exhibitors. • Develop and manage the vendor/exhibitor registration process. • Coordinate logistics for vendor and exhibitor setup, including booth assignments and layout. • Ensure vendors and exhibitors have the necessary resources and support during the event. • Collect feedback from vendors and exhibitors post event for future improvement.	• MS Word • Email / phone
Safety and logistics	TBC	Students must list 3 relevant deliverables. For example:	

		• Develop and implement safety protocols and emergency response plans. • Coordinate the setup and teardown of the event, including staging, equipment, and signage. • Manage attendee flow and crowd control to ensure a safe and enjoyable experience. • Set up first aid stations and ensure the availability of medical personnel. • Conduct safety drills and briefings for staff and volunteers.	

Add more rows as needed

End of Project Plan Template