

Activity Proposal Plan template

Please use this template with participants (if it is suitable). You may modify it in any way to suit your purposes. It is here to help you plan out the session. If the participants use other documents or complete organisational paperwork as part of the proposal, it is a good idea to write the name of the document in the proposal plan and present it with the proposal.

Group <i>Who is presenting this proposal?</i>	
Date	
Proposal to be approved by ... <i>Person who will approve the proposal – name, position and organisation.</i>	
Name of project / event / activity	
Overview <i>Write brief summary of what you want to do - what, who, where and how.</i>	

Goals

List the goals for the project.

Purpose and benefits

Purpose

*Briefly explain the main purpose of the project.
WHY they should say **YES** to your proposal.*

Benefits

List key benefits of this proposal – reasons why it is a good idea!

Stakeholders

List the key stakeholders.

Name of stakeholder	Positive impacts and benefits for this stakeholder	Any negative impacts to stakeholders	Plan to manage negative impacts	How will communicate with this stakeholder	Need their permission: Yes / no

Requirements

Make a list of resources – money, venue, equipment, materials, time, etc. or other requirements like permissions, transport, or people you need. Put each requirement as either one you need support from the organisation or others to obtain and those the group can source for themselves.

Resources we need help to get – list	Resources we can source ourselves – list

Budget

<p><i>Name of document or spreadsheet with the proposed budget.</i> <i>If budget is small you can include it here, or include a spreadsheet with your proposal.</i> <i>Link to Budget calculator template:</i> Budget calculator (office.com)</p>	
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Timeline and milestones

<p>Name of document or spreadsheet with the proposed timeline with milestones and list the key milestones here.</p> <p>If timeline and milestones are small you can include it here or include a spreadsheet with your proposal. If you use a template like the one provided in the link, you can keep updating it as project planning causes you to make changes to the timeline. This can be an updated version of the one used at the initial planning stage.</p> <p>Link to Four week project timeline Four week project timeline (office.com)</p>	
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Risk mitigation

Make a list of key risks to your project's success. What is the nature of the risk and what is your contingency, or back up plan? What the risks are will depend on what you want to do.

Health and Safety Risks for this project	Briefly, what is the risk?	What is the proposed <u>contingency</u> for this risk?

