**Project Plan fact** sheet and template

**Indigenous Workforce and Skills Development Grant**

## What is a Project Plan?

A Project Plan is a document which outlines how a project will be delivered to achieve the project objectives/aims. Submission of a Project Plan is a mandatory requirement under the Indigenous Workforce and Skills Development Grant (IWSDG) program under *Paving the Way – the First Nations Training Strategy*.

There are many different types of Project Plans, some are more commonly used for project management, however under IWSDG, the purpose of a Project Plan is to support your application. It should provide an overview of how your project will be delivered, detail the assistance and activities the participants and/or employers will undertake during the project delivery period as outlined in your application.

## What should be included in an IWSDG Project Plan?

As a guide, your IWSDG Project Plan should include and describe, but is not limited to, the following:

* Name of project/program
* Project goals/key objectives
* Project dates
* Project activities
* Learnings/Milestones/Achievements
* Training details
* Project Partners/Stakeholders
* Support services
* Attendance pattern
* Delivery location/s
* Responsible officer/persons for each activity and support service

On the next page there is an IWSDG Project Plan template. For your convenience, you can use this template and type directly into the table or you may wish to develop your own using the template and the information on this fact sheet as a guide.

If your project has multiple delivery locations and/or multiple sub-projects, delivery details will need to be provided for each.

**Indigenous Workforce and Skills Development Grant**

Project Plan *Example Template*

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| --- | --- |
| **Organisation Name:** | |
|  | |
| **Project Name:** *(as provided in application)* | **Project Dates:** *(Start and Finish dates)* |
|  |  |
| **Project Goals/Objectives:** *(A short summary of what your project aims to achieve as detailed in your application. Where reporting tangible outcomes, ensure your objectives/goals are measurable).* | |
|  | |
| **Project Stakeholders and/or Support Services:** *(partnering organisations providing services to participants and/or project e.g RTO)* | **Responsible officers:** *(key people/organisations involved with the project)* |
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| **Project Delivery locations:** | |
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| **Week/**  **Date** | **Attendance Pattern** | **Assistance/Activities** | **Skills developed** | **Training to be completed** | **Responsible officer/ Project Stakeholder and Location** |
| ***If your project runs for 52 weeks, list the week and dates*** | ***How many days per week the participants will attend and undertake the listed assistance*** | ***What assistance will be provided to participants to meet your project objective*** | ***Detail the skills and learnings the participants will achieve from the assistance provided*** | ***Qualification code (if applicable) and name for any accredited or non-accredited training courses*** | ***Who will provide the assistance and where will it take place*** |
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*\*See example below*

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| --- | --- | --- | --- | --- | --- |
| **Week/**  **Date** | **Attendance Pattern** | **Assistance/Activities** | **Skills developed** | **Training to be completed** | **Responsible officer/ Project Stakeholder and Location** |
| ***If your project runs for 52 weeks, list the week and dates*** | ***How many days per week the participants will undertake the listed assistance*** | ***What assistance will be provided to participants to meet your project objective*** | ***Detail the skills and learnings the participants will achieve from the assistance provided*** | ***Qualification Code (if applicable) and Name for any accredited or non-accredited training courses*** | ***Who will providing the assistance and where will it take place*** |
| Weeks 1-4    14 August 2023 – 8 September 2023 | 5 days per week | * Recruit project coordinator * Onboard project coordinator * Market project and establish partnership with support services * Begin implementing participant recruitment strategy   Screening and onboarding participants in a culturally safe environment | Advertise role and conduct interviews.  Project co-ordinator induction.  Promote project to stakeholders and local Indigenous community (email broadcast, social media, meetings, newsletters, radio, local networking forums)  One-on-one assessment, – complete Participant Training and Support Plan |  | Applicant organisation  Responsible officer Name  Project Coordinator  Name  Office address  Cultural Mentor Name |
| Weeks 4-5  11 - 22  September 2023 | 5 days per week | * Continue marketing * Continue recruiting participants * Onboard participants – complete participant training and support plans * Induction and introductions * Life skills workshops:   + applying for Identification card   + setting up bank account   + applying for tax file number * Case management/mentoring support | Promote project to stakeholders and local Indigenous community (email broadcast, social media, meetings, newsletters, radio, local networking forums)  One-on-one assessment, – complete Participant Training and Support Plan, Goal setting.  Welcome, introduction to project and ice-breaker activities to get to know one another  Understand the importance and why these are needed. Participants will be guided through the process of obtaining identification, setting up bank accounts and applying for a tax file number to prepare them for employment.  Ongoing support and review of Participant Training and Support Plan |  | Project Coordinator Name  Cultural Mentor Name  Office address |
| Week 6-8  18 – 19 September 2023 | 2 days per week  1 day per week  1 day per week  1 day per week  1 day per week | * Life skills workshops:   + Healthy living   + Navigating public transport   + Confidence building   + Communication and conflict resolution   + Cultural connection * Job preparation   + Workplace etiquette   + Team building   + Career exploration * Certificate II in Workplace Skills * Industry visits or Work experience * Cultural competency session for non-Indigenous employers | Learn about nutrition and exercise to help make better choices for healthy life.  Understand how to plan travel using public transport, what options are available, how to read timetables, what are the costs and how to pay.  Self-awareness, understanding who you are and your values to be confident.  Develop effective communication skills and tips on how to handle conflicts.  Being inspired through culture – cultural activities or guest speaker  Understanding workplace expectations and how to prepare yourself for work.  Developing skills to work with others.  Discover career pathways and opportunities, how to skills can be used across sectors.  Improve reading, writing, oral communication, learning and numeracy skills. Entry level digital literacy and employability skills.  Workplace tours or undertake work experience to gain practical skills in preferred role  Education sessions/workshops to increase the cultural competency of local non-indigenous employers to support employment of Aboriginal and Torres Strait Islander job seekers | Non accredited training    Non accredited training  FSK20113 Certificate II in Skills for Work and Vocational Pathways | Project Coordinator Name  Office address  Mentor  Local Elder  Name of RTO  Office address  Project Mentor – support person  Various - onsite with local employers  Project Coordinator Name  Onsite with local employer or at another local venue |