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| --- |
| **Enter Name of Organisation here**Project Outline |
| PROJECT/EVENT TITLE |
| *Insert name of project and date of proposed project (if applicable)* |
| BRIEF DESCRIPTION  |
| *Provide 1-2 sentences outlining the purpose of the project.* |
| BACKGROUND |
|  |
| PROJECT SCOPE |
| Within Scope: Outside Scope:  |
| PROJECT OBJECTIVES |
| *Provide 4-6 dot points outlining the objectives of the project* |
| DELIVERABLES |
| *Outline project outputs that can be measured*  |
| BUDGET REQUIREMENTS |
| *Include summary outlining the project cost, in-kind contributions and cash contributions.**\*Projected budget to be attached\** |
| STAKEHOLDERS |
|  |
| PROJECT ACCOUNTABILITIES |
|  |
| TIMEFRAMES / MILESTONES |
| *Outline up to five milestones for the project. Provide in table or dot points if required.*  |
| ASSUMPTIONS / CONTRAINTS / RISKS  |
| *Identify 3 - 5 strategic risks and how they will be mitigated.*

| **RISK FACTOR** | **LIKELIHOOD**L, M or H | **IMPACT**L, M or H | **RESPONSE MEASURE** |
| --- | --- | --- | --- |
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| QUALITY |
| *Identify standards and quality measures that will apply to the project.* |
| COMMUNICATION AND EVALUATION |
| *Attach Communication and Marketing Strategy and add any other relevant information* |
| PROJECT RESPONSIBILITIES |
| *List all staff project responsibilities* |
| STRATEGIC ALIGNMENT |
|  |
| PROJECT CLOSURE |
| *Outline items to be completed prior to project closure.* |
| ATTACHMENTS |
| *List all items included with Project Outline as attachments.*  |
| *OFFICE USE ONLY* |
| *APPROVED: Y/N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_* |
| *Project Cost Code:* |