



# Project Planning Workbook

*A guide to planning successful facility development projects*

## Project planning

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### Why do you need the proposed project?

*Try to demonstrate a clear gap that exists in your service delivery, that could be filled through completion of your project.*

### How will the project meet your needs and solve any gaps in your service delivery?

**What professional input might you require?**

*This might include things like quotes, designs and plans.*

**Will your project make money or cost you money in the long run?**

**If your project will cost you money in the long run, how will you cover these ongoing costs?**

If your project will result in the construction of new infrastructure, what will you do to ensure ongoing asset maintenance, timely repair and eventual replacement?

**What research can you do to support your project and the need for your project?**

*Think of any relevant data, statistics and supporting information that might be included in plans or strategies released by local, state or federal government, and/or your governing bodies. The project may also be identified in your strategic plan.*

**What alternatives might exist to you completing your project?**

**What support can you demonstrate for your project?**

*This might include letters of support from local community organisations, other potential user groups, local schools, Council, governing bodies and elected representatives.*

**What resources do you have available to complete your project?**

*Consider the expertise of your people for project management and delivery, as well as any financial or in-kind contributions.*

**What is the estimated cost of completing your project?**

*Consider actual costs, as well as any contingency and escalation allowances. Also keep in mind that there may be costs associated with planning, design and approvals.*

**What is your project schedule?**

*When will your project commence and when will it be completed? What are the key project delivery milestones?*

## NOTES

NOTES

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