



Project Management Plan Explanatory Notes

2019-21 Local Government Grants and Subsidies Program (LGGSP)

This document is to assist funding recipients to complete the Project Management Plan (PMP) document. Council is required to provide a current PMP for each funded project to the Department of Local Government, Racing and Multicultural Affairs by 30 June 2019 in order for the first payment of the approved subsidy to be released.

1. Council Name

The name of the Council for which funding has been approved.

2. Project Contact Details

This is the Contact officer name, email address and phone number of the Council's project contact.

3. Project Title

This is the title of the project referred to in the Formal Advice of Funding Approval letter signed by the Minister.

4. Project Number

This number is allocated by the Department. Refer to the correspondence from your Regional Director that provides further detail regarding the conditions of the funding.

PART A: Scope, Time and Cost

5. Project Scope

Briefly describe the scope of works and indicate how the proposed scope achieves the project objectives.

6. Estimated Commencement and Estimated Completion dates

Estimated Commencement date:

This is the date of commencement applying to the specific stage of the project deemed eligible from the approval date of the funding. The date that preliminary works (all works prior to physical construction) or groundworks are expected to commence, whichever is the first to occur. Preliminary works could include design, tender, entering into a contract etc.

NOTE: This only applies to activities that are part of the approved project. This date should not be before the formal date of approval.

Examples:

- Tenders will be called – the date preparation of tender documents commences.
- The project involves a design and construction contract. The date the design and construction contractor is expected to be appointed is the commencement date.
- A survey is needed to inform the design of a project. The date the surveying work is expected to commence is the commencement date.
- The project involves construction only (design works have already been completed and council is using its own workforce so no tender required). The date the groundworks are expected to commence is the commencement date.

Estimated Completion date

The date that all elements of the approved project are expected to be completed. For construction projects, this refers to practical completion.

**NOTE:**

- Council is reminded that all projects funded under the 2019-21 LGGSP must be completed by 30 June 2021.
- The completion date should correspond with the completion date given in the project phases/schedule.

Examples:

- The project involves a design and construction contract. The date the construction is expected to be physically completed is the completion date.

7. Total Contingency Days

Please estimate the total amount of contingency days required to complete the project within the timeframes provided. Please allow reasonable contingency time for unexpected events (including rain/flooding events) within these timeframes.

8. Project Phases / Schedule

Include milestones within each project phase – these must be in a sequential order and relate to the approved components of the project.

Please attach an approved GANTT chart (or similar) prepared for this project – timelines in the Gantt chart must align with the dates provided in the table.

Example:

Project Component	Start Date following grant approval	Finish date or duration of activity	Estimated cost of activity
Engagement with the community/stakeholders			
Planning/Investigation/Design			
Planning approvals			
Procurement			
Delivery			

Adding extra rows into PMP:

Certain cells in the PMP have been protected, however extra rows may be added into the spreadsheet if required.

To add a row into the spreadsheet:

- select the row number on the left-hand side of the spreadsheet
- right click mouse on row number and select 'Insert'
- the row will be inserted above the row number you selected

Note: when adding in a row for the *Project Phases* or *Subsidy Forecast* sections please add the row in to the **middle** of the section, not at the end, to ensure the formula picks up the Estimated Cost of Activity/Amount to be claimed cells.



Example: in the screenshot example below, a line can be added between rows 18 and 19, or between rows 19 and 20

PART A: Scope, Time and Cost				
SCOPE				
Project scope:	<i>Briefly describe the scope of works and indicate how the proposed scope achieves the project objectives.</i>			
TIME				
Estimated Commencement Date:	<i>dd/mm/yyyy</i>	Estimated Completion Date:	<i>dd/mm/yyyy</i>	
Total Contingency Days:				
Project Phases / Schedule:	Activity	Start date (after grant approval)	Completion date	Estimated cost of activity
Include milestones within each project phase – these must be in a sequential order and relate to the approved components of the project. If a GANTT chart has been prepared for this project please attach. (add rows as required)	<i>e.g. Planning/Investigation/Design</i>	<i>dd/mm/yyyy</i>	<i>dd/mm/yyyy</i>	
	<i>e.g. Planning approvals</i>	<i>dd/mm/yyyy</i>	<i>dd/mm/yyyy</i>	
	<i>e.g. Procurement</i>	<i>dd/mm/yyyy</i>	<i>dd/mm/yyyy</i>	
	<i>e.g. Delivery</i>	<i>dd/mm/yyyy</i>	<i>dd/mm/yyyy</i>	
COST				
Total Project Cost (\$):				\$0.00

9. Total Project Cost

An estimate as to what the total cost of the project might be at the estimated completion date. This is the estimated total cost of the project, not just the subsidy or subsidisable amount. This figure may change over time.

Note: this field is locked and automatically calculates from the amounts entered in the ‘estimated cost of activity’ column.

PART B: Funding and Subsidy Forecasts

10. Approved Subsidy

The subsidy amount approved by the Minister. Refer to your Formal Advice of Funding Approval.

11. Subsidy Forecasts

Please provide the date and amount of subsidy that will be claimed on this date. The ‘Forecast total’ must equal the ‘Total Approved Subsidy’ amount.

The PMP must be submitted for the first payment of 30% of approved funds to be released to the funding recipient.

Example:

PART B: Funding and Subsidy Forecasts		
FUNDING		
Total Approved Subsidy (\$):	\$100,000.00	
SUBSIDY FORECASTS		
	Future Claim Date	Claim Amount
Forecast 1	<i>dd/mm/yyyy</i>	\$40,000.00
Forecast 2	<i>dd/mm/yyyy</i>	\$50,000.00
Forecast 3	<i>dd/mm/yyyy</i>	\$10,000.00
Forecast Total:	\$100,000.00	



PART C: Risk, Procurement and Value for Money

Approvals

Provide a list of approvals and certificates that the project will require; for example Planning, Environmental, Structural certification.

Delivery Methodology

Outline the proposed method of delivery, e.g. contractor or delivered by the applicant; Describe any proposed work packages; What is your proposed tender method.

Project and Construction Management Methodology

Outline the proposed resources to manage the Program and Construction activities

Value for Money Considerations - Procedures and Processes (procurement and probity)

Procurement Strategy / Plan: What procedures and processes have been established to manage the projects in a manner that will support the achievement of Value for Money outcomes?

Probity Plan: What procedures and processes have been established to ensure that full accountability and probity will be achieved in the procurement of the project.