**Project management plan**

<housing provider>

<co-funder>

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1. Project overview

1.1 Background

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| 1. **Description of project, opportunity and any issues which this project aims to address:** |
| 1. Enter text |

1.2 Portfolio-wide tenant demographic data *Section(s) to be deleted if the information is unattainable by the organisation completing the PMP*

|  |
| --- |
| 1. **The housing provider’s portfolio-wide tenant demographic information** |
| 1. Percentage of tenants who are identified as:  |  |  | | --- | --- | | Tenant identification | % | | 1. Aboriginal |  | | 1. Torres Strait Islander |  |  1. Percentage of tenants speaking a language other than English at home: [insert number] % 2. Percentage of tenants who speak the following languages:  |  |  | | --- | --- | | Language spoken | % | | 1. Arabic |  | | 1. Cantonese |  | | 1. Dari |  | | 1. Farsi |  | | 1. Greek |  | | 1. Italian |  | | 1. Khmer |  | | 1. Korean |  | | 1. Mandarin |  | | 1. Vietnamese |  |  1. Percentage of tenants with disability: [insert number] % 2. Total number of properties owned and managed by the Housing Provider: [insert number] 3. Percentage of the property owned by:  |  |  | | --- | --- | | Property owner | % | | 1. The Housing Provider |  | | 1. LAHC |  | | 1. Others (please specify below, insert more rows if necessary): |  |  1. Total number of residents the housing provider supports: [insert number] 2. Households description of tenants:  |  |  | | --- | --- | | Tenant households description | % | | 1. Single person below 55 years of age |  | | 1. Single person above 55 years of age |  | | 1. Single parent with children living at home |  | | 1. Couple with no children living at home |  | | 1. Couple with children living at home |  | | 1. Multiple families of related adults with no children |  | | 1. Multiple families of related adults with children |  |  1. Households gross income of tenants (monthly):  |  |  | | --- | --- | | Tenant households gross income | % | | 1. Nil |  | | 1. $1 to $599 |  | | 1. $600 to $999 |  | | 1. $1,000 to $2,999 |  | | 1. $3,000 to $3,999 |  | | 1. $4,000 or more |  | |

1.3 Objectives

|  |
| --- |
| 1. **Describe what the project aims to accomplish for the housing provider and tenants.** |
| 1. Enter text |

1.4 Funding table

*Insert Funding table from the Funding Agreement and update it throughout the project as required.*

***Insert Table 1***

1.5 Payments

1. *Insert Payment Milestone Table from the Funding Agreement and update it throughout the project as required.*

***Insert Table 2***

2. Methodology

2.1 Procurement

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| --- |
| 1. **Describe the procurement process you will undertake.** 2. **For each upgrade measure note:** 3. **• Technical specifications** 4. **• Warranty periods of products and installations** 5. **• Minimum public liability and professional indemnity insurance coverage** 6. *Where applicable, we encourage you to procure through social enterprises, indigenous and local businesses, and to explore ways to build capacity and employment opportunities for disadvantaged people*. |
| 1. Enter text |

2.2 Implementation and works delivery

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| 1. **Describe the implementation and works delivery process you will undertake.** 2. **Steps should include as a minimum:** 3. **• Tenant communications** 4. **• Risk analysis** 5. **• Resourcing for project delivery** 6. **• Monitoring and quality assurance** |
| 1. Enter text |

2.3 Post installation

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| --- |
| 1. **Describe the post installation process you will undertake.** 2. **Steps should include:** 3. **• Tenant communications** 4. **• Data collection and analysis** 5. **• Monitoring and quality assurance** |
| 1. Enter text |

3. Project scope

3.1 Scope and deliverables

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| --- |
| 1. **Describe the scope of the project and key project deliverables:** |
| 1. Enter text |

3.2 Out of scope

|  |
| --- |
| 1. **Outline any activities which are not within the scope of this project:** |
| 1. Enter text |

3.3 Stakeholders, delivery partners and governance

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| 1. **List all key stakeholders including names and roles of key personnel, specifically the members of the Project Control Group (PCG):** |
| 1. Enter text |

3.4 Assumptions and constraints

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| 1. **List any key assumptions, constraints or limitations regarding the execution of this project:** |
| 1. Enter text |

3.5 Project schedule

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| --- |
| 1. **Describe or attach your schedule of works including key activity start and end dates:** |
| 1. Enter text |

3.6 Risk management process

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| 1. **Describe your approach to Risk Management including key risk mitigation actions.** 2. **Attach or provide your risk register and Risk Management plan.** |
| 1. ***Insert Table 5*** |

3.7 Work, health & safety

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| 1. **Describe WHS & Environment risks and hazards relevant to this project.** 2. **Include safety procedures and control measures in place to minimise the identified safety risks, including emergency and incident response procedures.** 3. **Attach or provide your WHSE Management plan.** |
| 1. ***Insert Table 6*** |

3.8 Quality management

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| 1. **Describe your approach to Quality Management.** 2. **Attach or provide your Quality Management plan.** |
| 1. Below are some things to consider 2. **Before works commences** 3. Check installers are appropriately accredited to undertake the work 4. Collect all warranty information including product and workmanship warranties 5. **After installation** 6. Check for any obvious faults or errors in installation 7. Check that the system works as intended 8. Take photos of the installation 9. Save documentation for future reference 10. ***Insert Table 7*** |
|  |

3.9 Stakeholder engagement and communication

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| 1. **Describe your approach to stakeholder engagement, communication, and change management. Specifically, outline your approach to tenant communication.** 2. **Attach or provide your Communications plan.** |
| 1. ***Insert Table 8*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Description** | **Audience** | **Timeline** |
| Pre-installation |  |  |  |
| Pre-installation |  |  |  |
| Pre-installation |  |  |  |
| During installation |  |  |  |
| During installation |  |  |  |
| During installation |  |  |  |
| Post installation |  |  |  |
| Post installation |  |  |  |
| Post installation |  |  |  |
| Ongoing support |  |  |  |
| Ongoing support |  |  |  |
| Ongoing support |  |  |  |

3.10 Project monitoring and evaluation plan

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| --- |
| 1. **Describe your approach to data collection and reporting including:** |
| 1. • Completing the installation data spreadsheet 2. • Obtaining billing data consent from tenants 3. • Conducting tenant surveys as required |