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SECTION 1: PROJECT DETAILS	
SmartyGrants application #	
Project Title	
Short Project Description	*A high-level summary of the project's purpose, goals, and expected outcomes. This aligns with the idea that a project plan outlines goals and deliverables. This can be taken from the SmartyGrants application.*
Project Scope	*What's included and excluded, plus major deliverables. This is consistently described as foundational to defining the work.*
Project Duration	
Background	*Provide a brief background to the project, context, key decisions, and strategic drivers.*
Related Projects	*List any projects or programs that may be relevant or related to this project, including those not funded by Jobs Tasmania.*

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SECTION 2: PROJECT GOVERNANCE		
PROJECT ROLE	**NAME OR POSITION TITLE**	**PRIMARY RESPONSIBILITIES**

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SECTION 3: PROJECT OUTPUTS AND RESOURCES *Refer to the 26Ten Grant Program Guidelines 2026 section 3.3.2 in completing this section.*	
Project Outputs	*List the specific outputs (the activity) for this project.* *Outputs are expressed as the things produced and/or delivered in order to meet the projects outcomes and objectives, such as workshops or events, training resources, or marketing / promotional material.*
Project Resources	Provide an overview of the people, management arrangements, tools, materials, and other resources that you have in place to support the project.

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SECTION 5: PROJECT SCHEDULE
List the key activities and milestones for the project, including project reporting.

ACTIVITY OR MILESTONE	PERSON / ROLE RESPONSIBLE	SCHEDULED START	SCHEDULED FINISH

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SECTION 6: DECISION AND ACTION REGISTER

List the key decisions and actions for the project, using the traffic light system to assign priority level (red – HIGH; orange = NORMAL; green = LOW)

ACTION OR DECISION	TASKS	PRIORITY	PERSON RESPONSIBLE	STATUS / TIMELINE

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SECTION 7: STAKEHOLDER ENGAGEMENT AND COMMUNICATION STRATEGY	
Stakeholders	**Nature of Relationship**
1. 2. 3. *Insert additional items as required*	1. 2. 3. *Insert additional items as required*
Communication Strategy	*Outline the communication activities that will be undertaken.* How information will flow to stakeholders, including frequency and channels.

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Use the Risk Ratings below to complete a Risk Register for the project.

Risk Table		Consequence				
		Notable	**Minor**	**Moderate**	**Major**	**Catastrophic**
Likelihood	**Rare**	Low	Low	Moderate	Moderate	Significant
	Unlikely	Low	Moderate	Moderate	Significant	Significant
	Possible	Low	Moderate	Significant	Significant	High
	Likely	Moderate	Moderate	Significant	Significant	High
	Almost Certain	Moderate	Significant	Significant	High	High

Likelihood Scale		
Level	**Label**	**Description**
5	Almost certain	Expected in most circumstances (e.g. within 1 years)
4	Likely	Probable in most circumstances. (e.g. within 1 to 2 years)
3	Possible	The event may occur in the foreseeable future or medium term (e.g. within 2 to 5 years)
2	Unlikely	The event may occur at some time but not likely to occur in the foreseeable future (e.g. within 5 to 10 years)
1	Rare	The event will only occur in exceptional circumstances or as a result of a combination of unusual events (e.g. less than once in 10 years)

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SECTION 8: RISK REGISTER					
Description of Risk	**Impact or Consequence**	**Likelihood**	**Grade**	**Mitigation Actions (Preventative or Contingency)**	**Person Responsible**