



Project Preparation: Planning Workbook

1. What is your project?

Clearly describe your project, including a scope of works which includes a detailed outline of the tasks, deliverables and outcomes of your project.

2. Why do you need the proposed project?

Identify any gaps that exist in your service delivery that will be filled through completion of your project.



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

4. What professional input might you require?

This might include things like quotes, designs, plans and project management. You'll probably need advice from UQ Sport on required permissions and approvals.



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

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



7. If your project will result in the construction of new infrastructure, what will you do to ensure ongoing asset maintenance and repairs, as well as its eventual replacement?

8. What research can you do to support your project and demonstrate the need for your project?

What data, statistics and research (such as your state level organisation's own Strategic Plan or Annual Report) back your club's wish to complete this project? Has it been identified in your own strategic plan?



8. What alternatives might exist for completing your project?

9. What support can you demonstrate for your project?

This might include member survey results or letters of support from local community organisations, other potential user groups, local schools, Council, governing bodies, UQ Sport and your local MP. Letters from users or potential user groups are more valuable than generic letters of support.



10. What resources do you have available to complete your project?

Can you use any of your member's expertise for project management and delivery, or even any financial or in-kind contributions? Note that funding bodies often require financial co-contribution.

11. What is the estimated cost of completing your project?

As well as the actual costs, include amounts for contingency and escalation costs, as well as expenses associated with planning, design, approvals, tendering and professional project management.



12. What is your project schedule?

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

13. Have you identified any risks in delivering the project or operating the delivered project?



14. How would these risks be mitigated?

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