**Project management plan**

<housing provider>

<co-funder>

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1. Project overview

1.1 Background

|  |
| --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| 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

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

3.5 Project schedule

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

3.6 Risk management process

|  |
| --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| 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

|  |
| --- |
| 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
 |