**Project Brief**

**<YOUR PROJECT NAME>**

**2017 to 2018**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Project Overview**

The Project Brief defines the project at a high level and conveys critical information to the Project Steering Group to enable an informed decision to be made on whether to progress the project to the Planning Phase.

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# Project Overview

## Project Description

<YOUR PROJECT NAME> is a semi-structured …..details of project This will be run by <YOUR PROJECT NAME> with logistical and promotional support from <PARTNER ORGANITIONS> and the <PARTNER ORGANITIONS or SUPPORTERS>. We estimate on average XX Participants per session.

Regional events (<LOCATION> and State Titles): <YOUR PROJECT NAME> INSERT DETAILS OF PROJECT.. The events will be held at highly visible locations in the <LOCATION> and will cater for 12 people (40 people) and attract around 200 spectators. The <LOCATION> event be widely promoted through the <PARTNER ORGANITIONS or SUPPORTERS> networks.

## About <YOUR PROJECT NAME>

<YOUR PROJECT NAME> is a modified form of <TYPE OF SERVICE> that is ……….

The main target group is refugee and migrant Participants who are striving to get into mainstream <TYPE OF SERVICE>, but lack the necesry resources, skills and networks.

<YOUR PROJECT NAME> includes male, female and mixed people, and live music performances, making it an inclusive activity for people of all ages, backgrounds and abilities.

## Role of <YOUR PROJECT NAME>

The aim of the <YOUR PROJECT NAME> <TYPE OF SERVICE> Association (<YOUR PROJECT NAME>) is to inspire, develop and challenge refugee and migrant Participants to be the next generation of <TYPE OF SERVICE>ers in South Australia.

<YOUR PROJECT NAME> achieves this by co-ordinating bridging programs and activities (with support from <TYPE OF SERVICE>) to help refugees, migrants and other Participants from low socio-economic groups to develop the skills, experience, confidence and contacts to access pathways to join mainstream <TYPE OF SERVICE> .

## Objectives

The aim of this project is to:

* Provide Participants living, socialising, working and studying in the <LOCATION> with regular healthy activities in an accessible location;
* Promote <LOCATION?as a vibrant and active <LOCATION>;
* Continue to help migrant and refugee Participants to develop skills, experience and networks through <TYPE OF SERVICE> activities; and
* Promote <YOUR PROJECT NAME> as a semi-structured pathway into district <TYPE OF SERVICE> programs.

## Scope

|  |  |
| --- | --- |
| **In Scope** | **Out Of Scope** |
| * Deliver regular 3 on 3 <TYPE OF SERVICE> activities * Improve the skills and self-confidence of young <TYPE OF SERVICE>ers * Promote <YOUR PROJECT NAME> to a wide audience * Secure sponsors for the project and beyond * Encourage local businesses, service providers and schools to support the project * Online record of outcomes * Evaluation report for project partners and funding body | * Provision of private transport for participants to <TYPE OF SERVICE> venue * Increased expenditure on budget items outside of budget allocation |

## Strategic Alignment

This project aims to use <YOUR PROJECT NAME> to promote lifestyle choices to Participants living, socialising, working and studying in the <LOCATION>. This supports the aim of <YOUR PROJECT NAME> to develop migrant and refugee Participants as the next generation of <TYPE OF SERVICE>ers in South Australia. It supports the aim of <TYPE OF SERVICE> to provide leadership and strategic direction by promoting, developing and representing the sport of <TYPE OF SERVICE> in South Australia. The project supports the <PARTNER ORGANITIONS or SUPPORTERS> Strategic Plan and outcomes of the <LOCATION> Policy and Value Proposition.

The project will support Target XX of the Strategic Plan: increase the proportion of South Australians participating XXXXXX at least once per week to 50% by 2020.

## Outputs / Deliverables

| **Major Deliverables** | **Items** | **Quality Criteria** | **Timing** |
| --- | --- | --- | --- |
| **Project**  **Set-up** | * Approve project implementation plan * Reporting requirements * Select and brief activity co-ordinators * Contact potential people / people * Contact potential sponsors | * <YOUR PROJECT NAME> committee agrees on set-up * All parties aware of roles and responsibilities * Project participants commit to project * Potential sponsors receive clear and relevant information | Stage 1 |
| **Program of Activities** | * Develop program * Develop and distribute marketing materials * Set up and maintain online records * Run session * Run weekly sessions | * Clear program developed * Information about program widely distributed * People aware of rules and take part in program * Quality and engaging program delivered with support of project partners | Stage 2 |
| **Regional Events** | * Develop format and plan * Develop and distribute marketing materials * Select officials * Recruit people * Run events * Acknowledge people, project partners and sponsors through online media | * Clear program developed * Information about events widely distributed * People aware of rules and take part in events * Quality and engaging events delivered with support of project partners | Stage 3 |
| **Evaluation** | * Evaluate project with all stakeholders * Prepare evaluation report | * All stakeholders have input into report * Report prepared for partners | Stage 4 |

## Outcomes / Benefits

* Participants will learn new skills, gain practical experience and develop new contacts and networks. This will help them to transition into <TYPE OF SERVICE> programs and in general, to become independent and more self-confident.
* <LOCATION?will be promoted as a healthy, active and vibrant <LOCATION>.
* <YOUR PROJECT NAME> and <TYPE OF SERVICE> will continue to build their participation rates and supporter base.
* Local residents, businesses, service providers and schools will be part of a positive initiative that provides positive promotion of their role in the social and economic development of <suburb>.
* There will be greater use of public facilities managed by the <PARTNER ORGANITIONS or SUPPORTERS>.

## Assumptions

The key project assumptions are:

* <YOUR PROJECT NAME> <TYPE OF SERVICE> Association will manage the project on behalf of the project partners.
* <TYPE OF SERVICE> and <PARTNER ORGANITIONS or SUPPORTERS> will provide appropriate logistical support.
* People will participate according to the principles of fair play.
* Participants will pay a small fee to help cover running costs and to ensure that they are financial members of <TYPE OF SERVICE> (and therefore covered for public liability).
* The funding body (<PARTNER ORGANITIONS or SUPPORTERS>) will be acknowledged in all promotional materials.

# Project Planning

## Project Approach

The project will be undertaken (each year) over 4 stages:

* Project Set-Up
* Program
* Regional Events
* Evaluation

## Milestone Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Milestone Schedule for Major Deliverables In Scope** | | | | | |
| **Major Deliverables** | | **No.** | **Activities** | **Planned Achievement date** | |
| **1** | **Project Set-up** | 1.1 | Approve Project Implementation Plan |  | |
| 1.2 | Contact potential sponsors |  | |
| 1.3 | Select & brief activity co-ordinators |  | |
| 1.4 | Contact potential people / people |  | |
|  |  |  | |
| **2** | **Program** | 2.1 | Develop Program |  | |
| 2.2 | Develop & distribute marketing materials |  | |
| 2.3 | Set up & maintain online records |  | |
| 2.4 | Run session |  | |
| 2.5 | Run weekly sessions |  | |
|  |  |  | |
| **3** | **Regional Events** | 3.1 | Develop format & plan |  |  |
| 3.2 | Develop & distribute marketing materials |  |  |
| 3.3 | Select Officials |  |  |
| 3.4 | Recruit people / people |  |  |
| 3.5 | Run event |  |  |
| 3.6 | Acknowledge people, project partners & sponsors through online media |  |  |
|  |  |  | |
| **4** | **Evaluation** | 4.1 | Evaluate project |  | |
| 4.2 | Prepare and submit evaluation report |  | |
|  |  |  | |

# Stakeholder Roles & Responsibilities

Stakeholder Roles & Responsibilities Table

The stakeholders are listed as below:

| Stakeholder | Interest/ Role | Importance |
| --- | --- | --- |
| **<YOUR PROJECT NAME>** | **<YOUR PROJECT NAME>** will manage the project. This includes developing the program of activities, sourcing people and spectators, developing and distributing promotional materials, managing online networks, developing and maintaining online records, sourcing potential sponsors and liaising with other stakeholders. | **Primary role** |
| **<TYPE OF SERVICE>** | **<TYPE OF SERVICE>**will provide public liability insurance to cover the activities, and will provide logistical support, including assistance sourcing referees and co-ordinating sessions on rules and refereeing. | **Key role** |
| **Participants (People and Spectators)** | **People** will be encouraged to actively participate and promote the program. **People** will be required to referee some of their own matches.  **Spectators** will be encouraged to support the people by attending matches and | **Key Role** |
| **<PARTNER ORGANITIONS or SUPPORTERS> (ACC)** | **<NAME OF ORGANITION>** will provide logistical support in relation to accessing and using the <LOCATION> <TYPE OF SERVICE> Courts. **<NAME OF ORGANITION>** will promote the activities through their networks, and the Splash <LOCATION?initiative. | **Key Role** |

# Financial Plan

## Funding

If the grant application is successful, the project will be funded from the <PARTNER ORGANITIONS or SUPPORTERS> grants program.

## Budget

The expected total cost of the project over three years is **$xxxxx**

|  |  |
| --- | --- |
| 2016/17 Income and Expenditure | Total $ |
| **Income** |  |
| <YOUR PROJECT NAME> Cash |  |
| Entry Fees |  |
| <YOUR PROJECT NAME> In-Kind |  |
| <TYPE OF SERVICE> Admin In-Kind |  |
| <PARTNER ORGANITIONS or SUPPORTERS> Grant |  |
| Total |  |
|  |  |
| **Expenditure** |  |
| Project Management |  |
| Venue Hire |  |
| Program Co-ordination |  |
| Regional Event Co-ordination |  |
| Referees |  |
| Marketing |  |
| Course |  |
| Refreshments |  |
| Equipment / Consumables |  |
| Insurance |  |
| Administration Costs |  |
| Total |  |

|  |  |
| --- | --- |
| 2017/18 Income and Expenditure | Total $ |
| **Income** |  |
| <YOUR PROJECT NAME> Cash |  |
| Entry Fees |  |
| <YOUR PROJECT NAME> In-Kind |  |
| <TYPE OF SERVICE> Admin In-Kind |  |
| <PARTNER ORGANITIONS or SUPPORTERS> Grant |  |
| Total |  |
|  |  |
| **Expenditure** |  |
| Project Management |  |
| Venue Hire |  |
| Program Co-ordination |  |
| Regional Event Co-ordination |  |
| Referees |  |
| Marketing |  |
| Refresher Course |  |
| Refreshments |  |
| Equipment / Consumables |  |
| Insurance |  |
| Administration Costs |  |
| Total |  |

|  |  |
| --- | --- |
| 2018/19 Income and Expenditure | Total $ |
| **Income** |  |
| <YOUR PROJECT NAME> Cash |  |
| Entry Fees |  |
| <YOUR PROJECT NAME> In-Kind |  |
| <TYPE OF SERVICE> Admin In-Kind |  |
| <PARTNER ORGANITIONS or SUPPORTERS> Grant |  |
| Total |  |
|  |  |
| **Expenditure** |  |
| Project Management |  |
| Venue Hire |  |
| Program Co-ordination |  |
| Regional Event Co-ordination |  |
| Referees |  |
| Marketing |  |
| Refresher Course |  |
| Refreshments |  |
| Equipment / Consumables |  |
| Insurance |  |
| Administration Costs |  |
| Total |  |