Project Work Plan

* **Purpose of Project Work Plan:** The purpose of the Plan is to give VicHealth an understanding of how you are intending to deliver your project. We will ask that you report against your Project Work Plan in progress and final reports you will submit to VicHealth.
* **Level of detail expected in the Work Plan:** The Project Work Plan is intended to be high level and only list the major components of your project. As a guide, provide the level of detail required so that someone who does not know about your project will understand the main activities you are doing and in the sequence you are doing them.
* An **example workplan** has been provided below this table.
* **Please complete grey sections**, add more rows if required. An example workplan is available on pages 3 and 4.

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| **Organisation name:** |  |
| **Project name:** |  |
| **Project period:***The project period that VH funding is being applied*  | **From** (month and year e.g. March 2023)**:** | **To** (month and year e.g. February 2024)**:** |
|  |  |

| **Project Activities** *Please only provide high level activities in the sequence you intend to deliver them* | **Start date** *(e.g. March 2023)* | **End date** *(e.g. Feb 2024)* |
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Example workplan

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| **Organisation:**  | **Example Organisation Ltd** |
| **Project name:** *Insert the project name as in grant application submission*   | **Example Project Name** |
| **Project period:***The project period that VH funding is being applied*   | **From**(month and year e.g. March 2020)**:** **April 2022** | **To**(month and year e.g. July 2021)**:** **April 2023** |

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| **Project Activities** *Please only provide high level activities in the sequence you intend to deliver them*  | **Start date** *(e.g. March 2021)*  | **End date** *(e.g. April 202)*  |
| Program design, team formation and planning  | December 2020  | December 2020  |
| Target Population Form, Workplan and Budget for VicHealth   | December 2020  | December 2020  |
| Messaging and communications development (flyer, webpage, call scripts) for stakeholders (participants, partners, young people)  | December 2020  | December 2020  |
| Recruit, train and prepare young people as Supporters   | December 2020  | December 2020  |
| Communications campaign to existing Supporters  | December 2020  | December 2020  |
| Communications campaign to partners who refer participants   | December 2020  | January 2021  |
| Communications campaign to existing and waitlisted participants  | December 2020  | January 2021  |
| Delivery of remote technology support extended to existing participants who require further support (4 weeks of 1 hour per week to 30 participants at a time)  | January 2021  | January 2021  |
| Delivery of remote technology support to new participants (8 weeks of 1 hour per week, to 30 participants at a time)  | January 2021  | May 2021  |
| Program feedback and continuous improvement sessions (once per month)  | January 2021  | May 2021  |
| Impact data collection from participants at the end of their engagement (ongoing)  | February 2021  | May 2021  |
| Progress Report for VicHealth  | April 2021  | April 2021  |
| Signposting of participants to other community supports and programs at the end of their engagement  | February 2021  | May 2021  |
| Impact data collection from young people (Supporters)  | May 2021  | May 2021  |
| Program evaluation and Final Report for VicHealth  | June 2021  | June 2021  |
| Financial acquittal  | June 2021  | June 2021  |