# **Part B: Project Plan**

## Waste Less Recycle More: Organics Market Development Grants

This Project Plan must be completed to satisfy Assessment Criterion 1: A clear and credible description of the proposed project activities.

**Note:** Table is not locked and will expand with project detail.

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| --- | --- |
| **Name of organisation** | Click here to enter text. |

| **Item** | **Detail** |
| --- | --- |
| Project title | Click here to enter text. |
| Background/context  Provide a brief explanation of the background and/or context of the project | Click here to enter text. |
| Objectives  What is the aim of this project?  A useful way to frame the objective is to answer the question ‘why are you doing the project?’ The result is a one sentence statement, or series of statements, starting with the word ‘To’ | Click here to enter text. |
| Outcomes  Target outcomes are expressed in the past tense and usually start with a word ending in 'ed', such as improved, increased, enhanced or reduced. They are the benefits that the project intends to achieve. | Click here to enter text. |
| Market segment(s) targeted  The Market Analysis and Strategy commissioned by the EPA has highlighted three main areas for market expansion – broadacre, pasture and urban amenity. You may choose another market segment if your research has identified an opportunity or need. | Click here to enter text. |
| Region/location  Will your project focus on one region or location or will your project have broad coverage? | Click here to enter text. |
| Governance  Describe the management arrangements that will be put in place to govern the project and briefly describe the accountabilities of each party. As a minimum this will include the name and title of the Project Manager. | Click here to enter text. |
| Resources  What human resources, internal, external, contractors and/or working groups will be required for the project?   * Proposed expenditures should be detailed in **Part C: Application Budget** provided as an Excel spreadsheet. | Click here to enter text. |
| Key project steps – tasks  Present your table of tasks (as an attachment) - a Gantt chart would be acceptable.  Where necessary explain any complex tasks below your table. Deliverable – list the project tasks/activities in a table including:   * Task name * 1-2 sentence description * Person responsible for completing the task * Other resources required (contractors, equipment, other staff etc.) * Task duration (how long will the task take) * Task effort (how many hours effort within the task duration) * Task completion date (target) | Click here to enter text. |
| Key communication actions  What are the main communication channels that you will use for involving compost businesses and potential compost markets in your project?  How will you communicate your results? | Click here to enter text. |
| Need for statutory approvals, licensing, permits, Resource Recovery Exemptions and Orders  Please list all statutory approvals such as Development Approval, and any licences or permits required for the project to be completed. Also detail the renewal periods or approval timeframes that may impact on the project.  Please indicate how you will determine compliance with Resource Recovery Orders and Exemptions. | Click here to enter text. |
| Stakeholders  Are there key stakeholders that influence the service scope?   * If applicable, state the consultation already undertaken * List the major stakeholders and their relationship to the proposal * Identify how stakeholder issues have been integrated into the service scope or why they have not been included   Identify how the relevant issues will be managed | Click here to enter text. |
| Related projects  List any projects which are dependent on this project, or projects that are interdependent on this project, or projects upon which this project is dependent. Briefly describe the relationship/s. | Click here to enter text. |
| Guidelines/standards  What guidelines, standards or methodologies will be applied to manage the project? Mention here any management systems that the organisation will apply such as ISO9000 or 14000. | Click here to enter text. |
| Quality control  What levels of review will be undertaken throughout the development of the project outputs? For example the timing of output reviews, how the reviews will be conducted and who will be involved. | Click here to enter text. |
| Capturing lessons learnt  Describe the program evaluation that will be used to capture the lessons learnt throughout the project. How do you anticipate sharing the outcomes of this project? | Click here to enter text. |

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