Project Plan

The Project Plan is a summary of the Project and must encompass the following elements. Additional information not listed below may also be included.

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| **[Insert Project Title]**  | **[Insert Period of Plan]** |
| **Project overview**  |
| *Please provide a plain language summary of your Project that includes the following key elements:* * *Project Summary: summarise what the Project is, its proposed outcomes, and how it supports the electrification of processes in Victoria’s food and beverage manufacturing and processing sector.*
* *Participating Organisations: provide an overview of the Participating Organisations.*
* *Strategy and Rationale: articulate why the Project is needed and what problem or opportunity does it address.*
* *Project Timing: specify when the Project will start and finish and what key milestones or phases are involved.*

*The information included within this section should echo the project overview provided within your Application Form. Should you need to provide additional information, this can be included here.* |
| **Project objectives** |
| * *Clearly state the objectives which the Project seeks to achieve. Objectives are defined as the aims of the Project (for example, replacing gas-fired equipment with electric alternatives).*
* *Outline how progress of the Project’s objectives will be tracked. Include key milestones and measurable indicators that show the Project is on track to meet its objectives (e.g. equipment installation dates, energy savings targets, emissions reductions).*
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| **Project outcomes** |
| * *Please detail the outcomes which the Project is required to achieve. Outcomes are defined as the beneficial results expected from the Project (for example, the measurable reduction in emissions, improved energy efficiency, or increased use of renewables).*
* *Outcomes should go beyond internal organisational goals and demonstrate broader public or system-wide benefits. This may include improvements in reliability, security, sustainability, or diversification of the State’s energy system.*
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| **Project governance**  |
| *Please detail the governance arrangements for the Project, including:* * *project management structures, oversight mechanisms, and the roles and responsibilities of key project personnel. This should include any Participating Organisations and external consultants, along with an estimate of the time each party will devote to the Project.*
* *any collaborative arrangements, such as partnerships with government, industry, Indigenous organisations, or research institutions, and describe how these collaborations will support Project delivery and outcomes.*

*Provide an organisation chart for the Project as an attachment, outlining relevant details of the Applicant, Participating Organisations, their roles, and any contractual relationships relevant to the Project.* |

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| **Project specifications** |
| *Summarise the Project specifications, including:* * *the electrification technology being deployed its intended function and how it replaces or upgrades existing systems;*
* *key technical details of the electrification technology, such as readiness level (TRI/ CRI), system capacity, voltage, load requirements, integration with existing infrastructure, and any custom design features;*
* *any location-based factors influencing the design or installation (e.g. climate, grid access, space constraints, heritage or cultural considerations);*
* *physical location(s) where the electrification technology will be implemented, including site address, facility type, and required access requirements; and*
* *how the technology will connect to the energy supply (e.g. grid, on-site renewables), and any supporting infrastructure required (e.g. transformers, battery storage, control systems).*

*This section should provide a qualitative overview of the technical information captured in your EIF Cost Template.* |
| **Project activity plan / timeline** |
| *In completing this section:** *List the key activities required to deliver the Project. Clearly indicate which are to be funded by the EIF and those supported by contributions from the Applicant, Participating Organisations, and other sources. Further, identify who is responsible for each activity. This should echo the information captured within your EIF Cost Template.*
* *Confirm the current development status of the Project, including any completed activities or regulatory approvals.*
* *Include a detailed Project workplan showing activities grouped by phase, as well as key milestones that mark progress or completion of phases. For each activity, specify the start and end dates, responsible parties, and dependencies or prerequisites. Ensure this aligns with the information captured within your EIF Cost Template and EIF Milestone Template.*

*For completeness:* * *An activity is a specific task that contributes to delivering the Project (i.e. activities happen within phases).*
* *A phase is a broader grouping of related activities that represents a stage in the Project lifecycle.*
* *A milestone is a key event that marks significant progress or achievement in the Project (i.e. milestones mark the completion of critical activities or phases).*
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| **Risk management overview** |
| * *Provide a brief overview of the key Project delivery risks and mitigation strategies. This should align with the information captured within your risk register and you can refer to your risk register here.*
* *Detail any planning, consent and approvals required for the Project. Indicate the status of each and any anticipated timeframes for completion.*
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| **Community consultation** |
| *Your response here should echo the information already included within the Application Form, describing the nature, extent, and quality of engagement with the local community, including Traditional Owners. If engagement has not yet occurred, a clear and culturally informed approach to future engagement should be detailed.**Applicants should use this section to provide any further detail needed to appropriately address Merit Criterion 3.  In doing so, Applicants can expand on any of the following elements:** *describe any consultation, communication, or collaboration activities already undertaken with local communities and Traditional Owners. Include who was engaged, how, and when;*
* *if engagement is yet to occur, outline a proactive strategy for initiating respectful, inclusive, and meaningful dialogue with both local communities and Traditional Owners. This should include timelines, methods (i.e. meetings, workshops, etc.) and intended participants;*
* *demonstrate a clear understanding of best-practice engagement processes, including culturally appropriate protocols and recognition of Traditional Owner rights and perspectives; and*
* *reference any relevant frameworks or obligations, such as the* [Victorian Aboriginal people: social procurement guide | buyingfor.vic.gov.au](https://www.buyingfor.vic.gov.au/victorian-aboriginal-people-social-procurement-guide)*.*
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| **Post project plan** |
| *Describe any steps planned after the Project’s completion to ensure long-term impact and knowledge sharing. This may include:* * *Next steps: describe any planned follow-up actions that build on the Project’s outcomes.*
* *Impact extension: Explain how the Project’s benefits could be sustained, scaled, or replicated across other sites, sectors, or regions. This should align with the information included within the Application Form, addressing Merit Criterion 3.*
* *Knowledge sharing: indicate how insights and lessons learned will be captured and shared with relevant stakeholders (e.g. industry, government, community). This should align with your proposed Knowledge Sharing Plan.*
* *Collaboration continuity: note any ongoing partnerships or networks that will support continued progress.*
* *Monitoring and evaluation: mention any plans to track long-term outcomes or performance beyond the funding period.*
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