

Empowering Business to go Digital grant opportunity Project Plan

Applicant name	[applicant name]
Project title	[project title]

You must submit a project plan with your grant application to demonstrate your case against Assessment criterion 2.

Your project plan should address how you plan to:

- manage the project including scope, implementation methodology and timeframes
- mitigate delivery risks
- attract ongoing investment and build a sustainable self-funding model.

Project plan

- a. Describe the scope, implementation methodology and the timeframe for your project. This should include staffing/contractor arrangements to oversee and deliver the project.

- b. Describe how you will mitigate project delivery risks (list a minimum of three risks and a maximum of five risks).

- c. Describe how you attract ongoing investment and build a sustainable self-funding model.

- d. Describe how you will monitor progress and performance of your project (eg, KPIs, objectives).

