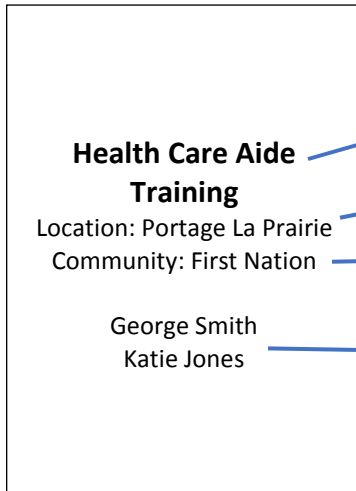




GUIDE FOR WRITING A PROJECT PLAN

The Guide was developed for the participants of the First Nation Youth Summit. It describes all of the sections of a Project Plan and explains how to complete each section.

Title Page



Title or name of your Project

Location or where your project will take place

Name of your First Nation

Your first and last name(s)

Project Summary

Write your Project Summary last so that all the elements of the project are known, all sections will be written and can be included in the Summary.

Summarize your Project in 5-7 sentences.

Your sentences should be brief and get right to the key information you need the reader to understand.

Include in the Project Summary:

- What is the Project?
- Why the Project is needed?
- What benefits are created by the Project or how will the Project will make a difference?
- Who the Project helps or benefits?
- When the Project will start and be completed?
- What the project costs?



GUIDE FOR WRITING A PROJECT PLAN

Project Purpose

The Project purpose lets your reader know what your project is and why it is important. Your sentences should be brief; about 2-4 sentences only

Before the Project begins, you need to introduce Project and the First Nation Chief and Council, Project Team members and the Project Clients need to approve or agree to the Project Purpose.

In 2-4 sentences describe:

1. What your Project is?

- A Building or infrastructure Project or
- Youth Employment Program

2. Why you are doing the project?

- Your Project Purpose can address a problem or gap in the community.
- Then describes how you intend to resolve the problem or gap.

3. The benefits of the Project to the community.

- Define who the project helps or benefits and how many people will benefit from the project.
- Describe the specific benefits expected.

Clients

Describe the people or community groups your Project benefits or helps. Include how many people the Project will benefit or help and if you can describe the age group of the people or groups.

Complete a list of each client group or name of the people who your project helps, include how many people are helped by the Project and how old the Clients are that are benefiting from the Project. An example how a Client may look is below.

Client Group or Name	Number of People	Range of Age
1. List here	• Number of people here	• Age groups here



GUIDE FOR WRITING A PROJECT PLAN

Objectives

Objectives are quite simply a list of the goals you hope to accomplish. They give your Project Team a greater chance of achieving the goals of the Project because they know precisely what they're working towards.

Complete a list of 3-5 Objectives that will be accomplished by the Project. Objectives should be Specific, Measurable, Achievable, Realistic and Timebound (SMART).

S	Specific	Specify what you need to achieve Answer: The 6 'W' questions: who, what, where, when, which, why?
M	Measurable	Establish criteria for measuring progress. Answer: "How much? How many? How will I know when it is accomplished?"
A	Achievable	Consider whether you can actually accomplish the Project and develop an objective that is possible to achieve.
R	Realistic	Consider how the objective fits into the bigger picture. Is it worthwhile and consistent with other objectives for your community and in line with your Clients perspectives?
T	Timebound	Including a timeline creates a sense of urgency for your Project Team. Answer: When will you start and/or complete the objective?



GUIDE FOR WRITING A PROJECT PLAN

Deliverables and Actions

This section describes for the reader what is involved in your project or all of the required steps and activities that need to get done in order to complete the whole Project.

Deliverables – Are the steps, groups of activities or work packages that need to get done to complete the entire Project. The entire Project is made up of many smaller work packages called deliverables. Steps of a construction project could include multiple steps like; landscaping, excavation, pouring of concrete foundation, building the structure etc.

Actions – Are the multiple activities or tasks that it will take to complete each deliverable. Actions for a construction project’s landscaping deliverable could include; hiring youth to landscape, renting equipment, cutting the grass, removing rocks, cutting down trees, etc.

An Example of Deliverables and Action List:

1. Step One or First Deliverable
 - Action 1
 - Action 2
 - Action 3
2. Step Two or Second Deliverable
 - Action 1
 - Action 2
 - Action 3
3. Step Three or Third Deliverable
 - Action 1
 - Action 2
 - Action 3
4. Step Four or Fourth Deliverable
 - Action 1
 - Action 2
 - Action 3
5. Close Project
 - Action 1
 - Action 2
 - Action 3

Complete a list of all of the Project Deliverables that are required to complete the Project. After each Deliverable on the list, write all of the Actions that need to get done in order to complete the Deliverable.

Schedule

This is a timetable of what needs to be done and by when.

Gives your Project Team direction on when they need to start and complete each of the deliverables they are responsible for.

Instructions:

1. List all the Deliverables
2. Assign start dates and end dates for each deliverable
3. Assign who is responsible for completing each deliverable

An example of how a Schedule table could look like is below.

List of Deliverables	Start Date	End Date	Responsible
1. Deliverable here	• Date here	• Date here	• Person or group



GUIDE FOR WRITING A PROJECT PLAN

Project Team

People assigned roles and responsibilities for completing Deliverables.

By doing this process you understand how many people you will need to involve in completing the Project.

People may need to be hired if the roles do not already exist.

A Project Manager will also be able to figure out the costs of people they need on the project.

An example of Project Team list is below.

Name	Title	Responsibility	Community/Location
1. Name here	• Title here	• What they do	• Where are they

Instructions:

1. Review each deliverable and determine who will be responsible for completing each.
2. Make a list of the Project Team and include:
 - The name,
 - their title,
 - what deliverable they are responsible for, and
 - their location or the community they are from.

Risks

A Risk is the chance of something happening that will negatively affect your Project, its goals or completing its Objectives.

Managing the Project Risks helps by making sure there are less sudden shocks and unwelcome surprises and lessens the time spent “fire-fighting” these situations.

An example of Risk table is below.

Risk Description	Actions to Lessen the Risk	Responsible
1. Describe or name the risk	• List all actions	• Who is responsible

Instructions:

1. List all issues that could delay, increase cost, or cause problems for the completion of the Project.
2. Develop a list of actions (“strategies”) to do to lessen the chances of this risk happening.
3. Identify who is responsible for completing the Actions.



GUIDE FOR WRITING A PROJECT PLAN

Budget

A Budget is a list of all the costs for building or completing your project deliverables.

This step will make sure there is enough money to complete your project.

Refer to ISC’s Presentations and Cost Categories for completing this section of the Project Plan.

Instructions:

1. List all of the costs for building or completing the Project by cost category.
2. Define a Schedule for when those costs will be needed.
3. Identify who is responsible for completing the deliverable and that budget item.
4. Research and include the cost for each Budget Item.

An example of Budget is below.

Budget Item	Schedule	Responsible	Cost
Salaries and Wages	When is the money needed?	Who is responsible?	How much for each Budget Item / category?
Mandatory Employment Related Costs (MERC)			
Capital Costs			
Operation Costs			
Maintenance and Repair Costs			
Training and Events			
Professional Services			
Contractors			
Travel			
Administration			
Contingency			
TOTAL COSTS			TOTAL \$ HERE



GUIDE FOR GETTING PROJECT APPROVAL

The Guide was developed for the participants of the First Nation Youth Summit. It describes the key steps to complete and when to complete the steps to get support and approval for the Project Plan. You will want to confirm these Steps with the Chief and/or Council member who nominated you for the First Nations Youth Summit. The Steps for getting Project approval are as follows:

1. Tell the First Nation leader(s) about the First Nation Youth Summit

When you return to the community ask the Chief and/or Council member or other community leader who nominated you to meet. You want update them on what happened at the First Nation Youth Summit on October 25-27, 2018. Describe what ISC Programs were discussed, the Project Plan you learned to write and the opportunity to write an Infrastructure or Youth Employment Project Plan for the community. Let that community leader know you will be back to discuss the Project Plan as it develops and that you would be looking for their approval to proceed.

2. Develop the Project Purpose and List of Clients

Research ideas for your Project. Use the Guide for Writing the Project Plan to write the Project Purpose and list of Clients.

3. Meet with Clients to ask what they think of the Project Purpose

When you completed the Project Purpose and list of Clients, meet with at least five Clients to see what they think of the Project Purpose and gain their support for your Project. Document what they say and use their comments to develop your Project's Objectives.

4. Meet with the First Nation leader(s) to ask for their approval to proceed

When you completed the Project Purpose and list of Clients, meet the Chief and/or Council member or other community leader who nominated you to describe your Project Purpose and list of Clients. Document the leader's comments and include their feedback in your Project Plan. Ask and get their approval to proceed with writing a Project Plan.

5. Write the remainder of the Project Plan

Use the Guide for Writing the Project Plan to complete all the Sections within the Guide.

6. Meet with Clients to ask what they think of the Project Plan

When you completed the Project Plan, meet with at least five Clients to present your Project Plan. Listen to what they think and gain support for your Project. Update the Plan if needed.

7. Meet with the First Nation leader(s) to ask for their approval to proceed

When you completed the Project Plan, meet the Chief and/or Council member and the other community leader who may have nominated you. Present your Project Plan. Document the leaders' comments and update the Project Plan if needed. The leader(s) may need time to review the Plan. Ask and get the leaders' approval to proceed with submitting the Project Plan to Indigenous Service Canada (ISC).