

Project planning template

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Planning template

A project plan can be anything from a simple one pager to a detailed restoration plan. For most community groups, a simple plan should suffice, however it's essential to have one so that you know and remember what it is you want to achieve, and how you're getting there.

Spending time considering the impacts of your actions in the initial phase of your project can save huge amounts of time and effort once the project commences. It can even make the difference between success and failure. Regardless of the size of your project, there's quite a bit to think about so hopefully you'll find this template useful.

To clarify what we mean, we've filled it in with an example. If you need any help with this template or would like advice on what you need to do to achieve your goal please contact the [Biosecurity Community Co-ordinator](#)

Large project example

(See next page)

<p>Goal or vision. What do you want to achieve? What is the outcome that you want? Try and make this as specific as possible.</p>	<p>Restore birdlife and forest health in the Otuanui valley for the benefit of future generations. Specifically -</p> <ul style="list-style-type: none"> • Birds are heard and seen regularly and successfully breed in the area. • The forest is weed free. • Rata and pohutukawa trees flower abundantly. • Other forest trees fruit abundantly. • The forest understorey is dense. • At night the forest is alive with insects. • The stream is full of native freshwater wildlife. • Lizards are readily detected.
<p>What will success look like? Outcomes that will ensure your overall goal is met. There will probably be a few items to list here.</p>	<ol style="list-style-type: none"> 1. Possums are controlled to 5%RTC. 2. Rats are controlled to 5% tracking index. 3. Weed infestations are reduced by 20% per year. 4. Pigs, deer and goats are controlled to zero density. 5. Mustelids and feral cats are controlled to very low numbers. 6. Rabbits are controlled to low numbers. 7. Wasp numbers are reduced where possible.
<p>How will these outcomes be met? Tasks that will need to happen to achieve the above outcomes. Will these tasks need to happen all year round or just during specific seasons?</p>	<p>Obtain permission from all landowners to conduct activities on their land, enrol them as active members if possible.</p> <ol style="list-style-type: none"> 1-2. Bait grid for possums and rats set up at 100 x 50m spacings. 3. Initial large weed infestations controlled by contractor. Follow up and non-specialist weed control by project members, remainder by contractor.

	<ol style="list-style-type: none"> 4. Contract hunters used for pigs, goats and deer yearly. Any sign or browse reported immediately to project members who are hunters. Neighbouring catchments regularly hunted by project members. 5. DoC 200 and Timms traps placed at 200m intervals along forest perimeter and internal tracks. 6. Rabbit control programme in place using combination of shooting and baiting. 7. Wasp nests reported and controlled in conjunction with baiting activities.
<p>What will these tasks cost and how will you fund them? Will the group supply all the labour or do you need some contract help? Will you fundraise yourselves or apply for funding to organisations?</p> <p>http://www.arc.govt.nz/environment/funding-awards/environmental-funding_home.cfm</p>	<ol style="list-style-type: none"> 1-2. Bait grid – apply to EIF for hardware. Ongoing bait supply – buy at cost from ARC from general funds. Labour – project members. 3. Contract weed control – apply to EIF. Herbicide supplies from general funds. 4. Contract hunters – apply to funding organisation. 5. Traps – EIF. Labour – project members. 6. Rabbit control – apply to funding organisation. 7. General funds – raised through raffles, membership fees, donations, sausage sizzles etc. 8. Approach local businesses for sponsorship for specific items – e.g. BBQ for working bees, weeding tools, supplies for sausage sizzle, raffle prizes etc.
<p>Do you need to break the project up into stages and state what you will do each year? You may need to work progressively towards a larger goal. Be realistic and set achievable yearly targets.</p>	<p>Year 1 Set up bait grids and trap lines and commence control. Achieve <20% indices for rats and possums. Divide area in to 5 areas for weed control. Start control in area 1 on all</p>

	<p>weeds and in all areas on low incidence weeds. Engage hunting contractors for rabbits, deer, goats and pigs. Set up all monitoring sites and conduct all monitoring before any other work begins. Monitor for rats as required during the year.</p> <p>Year 2 Continue pest control and achieve 5% indices for rats and possums. Continue weed control in area 1 and commence weed control in area 2. Monitor for rats and possums.</p> <p>Year 3 Pest control – continue to achieve targets. Continue weed control in areas 1 and 2, commence control in area 3. Continue hunting. Monitor rats and possums.</p> <p>Year 4 Pest control - continue to achieve targets and expand in to buffer zone around valley. Continue weed control in areas 1, 2 and 3 and commence control in area 4. Continue hunting with less frequency. Continue monitoring including a vegetation monitor.</p> <p>Year 5 And so on.</p>
<p>How will you measure success? What will you do to measure the results of your efforts and monitor the effect on the outcome of those efforts?</p>	<ul style="list-style-type: none"> • Possum monitoring done by ARC yearly. • Rat monitoring using tracking tunnels done 3 x per year. • Bird counts completed twice yearly. • Vegetation monitoring conducted at 3 yearly intervals. • Freshwater wildlife monitored yearly by local school through Waicare. • Weta motels always have >3

	<p>weta's each.</p> <ul style="list-style-type: none"> • Lizards monitored yearly.
<p>Training – do members of your group require any specialist training to undertake the tasks safely? Do you need a Health & Safety plan in place to ensure that volunteers and private landowners interests are protected?</p>	<ul style="list-style-type: none"> • Pest control – ARC Biosecurity staff can train members on trap use and placement and lend us the equipment necessary to set up bait grids and trap lines. • Weed control – send core group of weeders to Growsafe course (free). ARC will train on techniques and assist with planning. • Monitoring – ARC will provide all necessary training. • Health & safety plan will be written with assistance from ARC.
<p>Do you need a structure of some kind or will you just appoint a Co-ordinator? Is it useful to become a registered Society or similar? Will you have formal regular meetings or informal get togethers? Will you need a bank account?</p>	<ol style="list-style-type: none"> 1. Form Incorporated Society (may attract more funding) and apply for tax free status. Open a bank account to receive funding and pay contractors. 2. Form a Committee who will meet bimonthly with a revolving chair/co-ordinator elected yearly (i.e. chair should step down yearly). 3. Members volunteer for tasks that interest them at a frequency they can manage. Tasks are managed by a roster system to share work load. 4. Social functions held twice yearly to celebrate success and recognise input.
<p>Recruiting others. Do you have enough people to undertake the tasks?</p>	<ul style="list-style-type: none"> • Start with letter drop to all landowners and neighbours, include local clubs, organisations and schools where appropriate – ARC will help with this. • Fundraising activities are an opportunity for recruitment. • Ask for more help when publishing newsletters in local media.

	<ul style="list-style-type: none"> • Cultivate a relationship with local schools, scouts, service groups or sport clubs. • Advertise working bees and tasks available on the ecoevents website • Send information about the project to Volunteering Auckland, Conservation Volunteers NZ etc.
<p>Communication. Will you communicate regularly with the group and neighbours? It helps to think about how you will publicise your project, attract volunteers and let funders know what you've been doing.</p>	<ul style="list-style-type: none"> • Quarterly email newsletter to all members, forwarded to local paper. • Monthly email reminders to members during baiting and trapping season. • Prepare annual report of activities, successes (and failures) and send to members and funders. • Notify universities in the area of our project and expected outcomes in case there are any opportunities for student research projects.

Small scale example

<p>Goal or vision. What do you want to achieve? What is the outcome that you want? Try and make this as specific as possible.</p>	<p>Our local reserve (Thompsons bush) is weed free and the local community understands the threat of weeds to native ecosystems.</p>
<p>What will success look like? Outcomes that will ensure your overall goal is met. There will probably be a few items to list here.</p>	<ol style="list-style-type: none"> 1. Weed infestations are reduced by 20% per year. 2. No wild ginger, moth plant or woolly nightshade set seed from year 1. 3. Local gardens are not acting as a weed seed source. 4. Native seedling numbers increase.
<p>How will these outcomes be met? Tasks that will need to happen to achieve</p>	<ol style="list-style-type: none"> 1. Weed management plan for reserve prepared in consultation with ARC and reserve owner.

<p>the above outcomes. Will these tasks need to happen all year round or just during specific seasons?</p>	<ol style="list-style-type: none"> 2. Weed removal – contractors to control large infestations and undertake any specialised weed control. Project members to undertake all other weed control. 3. Talks given to local residents informing them of weed issues and to enlist project members. 4. Regular article on weeds written for local newspaper.
<p>What will these tasks cost and how will you fund them? Will the group supply all the labour or do you need some contract help? Will you fundraise yourselves or apply for funding to organisations?</p>	<ul style="list-style-type: none"> • Apply to EIF and reserve owner for contractor funding and tools. • Labour – provided by project members. • Ongoing herbicide and incidentals funded by reserve owner and local sponsorship.
<p>Do you need to break the project in to stages and state what you will do each year? You may need to work progressively towards a larger goal. Be realistic and set achievable yearly targets.</p>	<p>Year 1 Moth plant vines are removed, mature wild ginger and woolly nightshade are cut and treated. Contractor and volunteers control weeds as appropriate and specified in weed management plan.</p> <p>Year 2 As above, progressively volunteers will be carrying out all weed control, work de-heading flowering weeds will decrease as the infestations are controlled.</p>
<p>How will you measure success? What will you do to measure the results of your efforts and monitor the effect on the outcome of those efforts?</p>	<ul style="list-style-type: none"> • Quarterly surveys for weed species and sizes of infestations. • Vegetation monitoring is conducted at 3 yearly intervals to assess native seedling survival.
<p>Training – do members of your group require any specialist training to undertake the tasks safely? Do you need a Health & Safety plan in place to ensure that volunteers and private landowners interests are protected?</p>	<ul style="list-style-type: none"> • Core group of weeders to attend Growsafe course (free). ARC will train on techniques and assist with planning. • Monitoring – ARC will provide all necessary training. • Health & safety plan will be written in consultation with reserve landowner.
<p>Do you need a structure of some kind or will you just appoint a Co-ordinator? Is</p>	<ol style="list-style-type: none"> 1. Small committee formed who meet quarterly to schedule activities and send out communications.

<p>it useful to become a registered Society or similar? Will you have formal regular meetings or informal get togethers? Will you need a bank account?</p>	<ol style="list-style-type: none"> 2. Make an arrangement with Residents and Ratepayers Association to use their bank account to receive funding and pay contractors. 3. Members volunteer for tasks that interest them at a frequency they can manage. Tasks are managed by a roster system to share work load. 4. Weeding bees are also a social occasion usually finishing with a BBQ.
<p>Recruiting others. Do you have enough people to undertake the tasks?</p>	<ul style="list-style-type: none"> • Start with letter drop to all neighbours and local residents, include any local clubs, organisations and schools close to the reserve – ARC will help with this. • Get local paper to do a story on the project. • Ask for more help when publishing newsletters in local media. • Join Weedbusters . • Advertise working bees on ecoevents website.
<p>Communication. Will you communicate regularly with the group and neighbours? It helps to think about how you will publicise your project, attract volunteers and let funders know what you've been doing.</p>	<ul style="list-style-type: none"> • Quarterly email newsletter to all members, forwarded to local paper. • Bi-monthly email reminders to members regarding working bees. • Prepare annual report of activities, successes (and failures) and send to members and funders.