Project plan and risk register template

30/01/2024

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We ask you to complete a project plan and a risk register to help us understand how you plan to manage your project.

Attachment	Size
XLSX View Project plan and risk register template (.xlsx) as XLSX(26.12 KB)	26.12 KB
XLSX View Templed cynllun prosiect a chofrestr risgiau (.xlsx) as XLSX(26.41 KB)	26.41 KB

The project plan is one of the most important parts of your application. Download and use this template for grants between £10,000 and £250,000. It should set out all the task in a logical way and include a risk register.

Please note, the template has two sheets: one for the project plan and one for the risk register.

Project plan

The project plan should provide detailed information about the tasks you outlined in your application.

For each task, make it SMART:

- specific
- measurable
- achievable
- realistic
- time-related

Setting out your project plan

We recommend that your project?plan?is in?chronological order. This is where you tell us about the?things that your project will do and produce. Tell us?what your project outputs will be and who will be involved. Include numbers?where you can.

The project plan should focus on the tasks that must be completed to make the project a success. You should include all the key activities and milestones you hope to achieve.

When filled in, the table should give you and your?colleagues a realistic?plan?for carrying out your project.?However, we understand that the?plan?is likely to?change and improve as your project develops.

We will ask you to collect data throughout your project to measure the success of your plans and ask you to reflect on them in your project evaluation.

Risk register

A risk register is a document, usually set out as a table, that lists all the risks identified by an organisation and prioritised in order of importance.

We know all projects face challenges and risks. We will want to see what risks you have considered, the impact the risk would have on your project and how you would plan to manage each risk.

For each risk, outline:

- the nature of the risk, for example technical, market, financial, economic, management, legal
- a description of the risk
- the chance of the risk happening, using a percentage value or low, medium or high grading
- the impact the risk could have on project costs, time and quality of the project
- the overall effect the risk may have on project delivery
- how you would manage with the risk