

Project Delivery Plan – REVENUE

Name of Project _____ Organisation _____

Project Objectives: Please list your project's objectives (preferably bullet points)	
Month:	Activities:
October 2009	Ideally the first three months should include: Contract negotiations; developing teaching materials; marketing materials / plan and recruiting learners.
November 2009	
December 2009	
January 2010	Between January 2010 and July 2010 you should have a programme for your proposed delivery of training and development opportunities for learners. We want to see course titles, dates, times etc. We appreciate that things can change, but we want to see that you have a plan in place ready, if you are successful in your application.
February 2010	
March 2010	
April 2010	
May 2010	

June 2010	
July 2010	
August 2010	During the last two months of your project you should be collating evaluation forms, obtaining feedback and tracking your learners so that you can provide progression statistics. A formal evaluation report is required at the end of September 2010.
September 2010	