

# Project work plan

Organisation/department details			
Name	Organisation or department name		
Project details			
Title	Project title		
Summary	Please provide a brief summary (3 to 4 sentences) clearly describing your project.		
Reporting details (this informs future reporting and payment schedules) - milestones must be approved before payments are made, add additional rows if required			
Milestone 1	Due date	Payment (GST exclusive)	
Enter project milestone details		\$	
Enter project milestone details			
Milestone 2	Due date	Payment (GST exclusive)	
Enter project milestone details		\$	
Enter project milestone details			
Milestone 3	Due date	Payment (GST exclusive)	
Enter project milestone details		\$	
Enter project milestone details			
Final report	Due date	Payment (GST exclusive)	
Enter project milestone details		\$	
Additional reporting requirements – financial acquittal including provision of all supporting documentation (receipts, invoices, general ledger transaction listing and other documents which verify expenditure)			
Declaration			
Project manager name			
Signature		Date	