

INITIAL PROJECT PLAN

This document outlines the purpose, scope, deliverables, cost and schedule estimates, objectives, stakeholders and participants in the project. It also describes the major activities of the project or work so that it is as clear as possible at the early stages.

1 Purpose

Why are we doing the project?
(Note that this should be related to the Vision of the Community)

For example:

We wish to create a community built on values of sustainability and sharing.

2 Scope statement

What are the boundaries of the work or project? This is not a detailed project plan. The major activities of the project should be specified sufficiently so that it is clear what will and will not be included.

For example:

We want to create a rural based community, with a maximum of 25 properties, with the cost of each unit to be comparable with similar local property prices.

3 Objectives

What are the measures of success other than deliverables, being on time and to budget? (Objectives must be specific and measurable)

For example:

We have built 25 properties to an agreed standard (e.g. PassivHaus)
We have co-designed the development with the professional team

4 Deliverables - outputs

What will be the outputs of the project or work? (The tangible results of the work)

For example:

25 properties built to an agreed standard

5 Deliverables

What will be the outcomes of the project or work? (The less tangible results that might be the benefits)

For example:

To develop a community prepared to share making decisions about how it functions, cares about and for its members and is willing to learn and grow.
To reduce our environmental impact through how we live

6 Schedule estimates

What are the timescales for the project? Are there any fixed timescales? What are the deadlines? How long will the project take?

For example:

There are no fixed timescales.
 We aim to be living as a community within the next five years.
 We need to find land/property, co-design our homes, obtain planning permission, engage contractors, and complete the build. We acknowledge that this could take more than five years.

7 Cost estimates

What is the budget for the project? How will the project be funded?

For example:

Our budget is based on the price of local properties.

8 Stakeholders

Who are the stakeholders? What will be their contribution?

For example:

All members are key stakeholders in the project. They will all contribute their time and the cost of their property on completion. They will each pay an amount equal to 25% of the estimated cost of their property as a deposit when we purchase a site.

Designers and contractors are also stakeholders. They will contribute their expertise and this will be paid for at a commercial rate, i.e. we expect that they will make a profit from their involvement.
 Planners will consider the plans and we will engage with them as soon as possible
 Financiers will lend us the money needed and they will expect to receive interest on loans
 Local communities will be interested in our project and we will engage and communicate with them

9 Project or Work Team

Who will deliver the project?

For example:

We will form a company to deliver the project. We will appoint Directors and allocate key roles as needed.
 Professional design team will co-design the project.
 Contractors will build the project.

10 Assumptions

Finally include any other assumptions or agreements specific to the project

For example:

Land/property will be available in the area where we want to live.
 Costs of building will remain relatively stable.
 There will not be any grants available to support this project.