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# Project Management Template

This document was adapted from guidance documents created collaboratively between the Culture, Heritage and Arts Resource Trust (CHART) and Whangarei District Council for use at the 2014 Northland Youth Summit.

This template is designed to be used alongside the Project Management Guidance which you can access here: <http://www.wdc.govt.nz/CommunitySafetyandSupport/FundingandGrants/Pages/default.aspx>

## Team

Name	Role

## Scope

<b>Project outline</b>	
<b>Target audience</b>	
<b>Stakeholders</b>	
<b>Plan summary</b>	

## Activities

Activity	Duration (hrs or days)	Dependencies	Resources

## Schedule

Activity	Start date	Due date	Assigned to

**Budget**

<b><i>Income</i></b>	<b><i>Amount \$</i></b>	<b><i>Total \$</i></b>
<b><i>Costs</i></b>		
<b><i>Balance</i></b>		

**Risk Register**

<b>Risk</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Mitigation</b>