Building Digital Skills - Project Plan

The project plan should help demonstrate a clear approach to the project by outlining the key steps required and all tasks to be considered (for example, promotion, procurement, training, evaluation, reporting), as well as realistic timeframes to ensure the project can be completed by the proposed end date.

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| **Funding opportunity name** | e.g. Building Digital Skills Grant Round 25 |
| **Organisation name** |  |
| **Organisation ID** |  |

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| **Activities** | **Outputs** | **Responsibility** | **Time frames** |
| List the individual tasks you will do to help you achieve your project objectives in order they will be done (see examples below) | Direct results associated with an activity | Officer responsible for managing the task | Give us dates you expect to start and end each task |
| *Develop marketing plan to attract learners* | *Develop a range of tools for marketing - flyers, posters, articles in local papers, Social Media, word of mouth etc* | *Project coordinator* | *July 2021* |
| *Procure digital devices* | *computers/laptops/tablets purchased* | *Project coordinator* | *July 2021* |
| *Attend Good Things Foundation’s* [*learner management*](https://zoom.us/webinar/register/6015796471678/WN_J2x9_cS0RFuvUzL_PpWTYw) *webinar* | *Learn about how to register learners and view reports using CaptureIT* | *Project coordinator/Digital Mentor* | *July 2021* |
| *Engage Digital Mentor/s* | *Digital mentors all have police checks* | *Project coordinator* | *August 2021* |
| *Develop session plan* | *Session plan to deliver support to older Australians aged 50+ gain basic digital literacy skills and confidence utilising the learning courses available on the* [*Be Connected Learning site*](https://beconnected.esafety.gov.au/topic-library) | *Project coordinator/Digital Mentor* | *August 2021* |
| *Deliver digital skills training* | *learners attending a digital literacy skills session will complete a sign-in form and*  *register on CaptureIT* | *Digital Mentor* | *Fortnightly from August 2021* |
| *Evaluation - develop evaluation plan to measure the progress/impact of the project* | *Establish a baseline (the situation before the project began) against which the impact of the project can be compared. Learners complete online survey/feedback form* | *Digital Mento/project coordinator* | *Completion of digital skills training session* |
| *Financial acquittal* | *Submit financial acquittal to Good Things Foundation* | *Project coordinator* | *July 2022* |