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| Plan on a Page | Author: [Name, Job title] |
| [Activity/task name, *eg, Complaints Process*] | Work Owner: [Name, Job title] |



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| Checklist with solid fill**SCOPE – what the work will and won’t include** |
| In scope (what will be done) | Out of scope (what won’t be done) |
| [list the range of tasks the work will do] | [list the range of tasks the work will not do] |
| Piggy Bank with solid fill**KEY RESOURCES – what’s needed to complete the work** |
| People – their roles and responsibilities  | Other  |
| [list the people (and the proportion of their time) required to complete, explaining the role they’ll have in the work]  | [list the budget and tools required to complete the work] |
| Monthly calendar with solid fill**What will be done and when** |
| Milestone | Date to be complete  |
| [list the key milestones and deliverables that the work will deliver that signals progress toward the end goal]  |  |
| [e.g. sign-off on policy paper required] |  |
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| **THE CONTEXT – the reason for the work** |
| [Provide a brief explanation of the context for the work, how it contributes to the team’s and organisation’s purpose and goals] |
| Trophy with solid fill**OBJECTIVES – what success looks like** |
| [Outline what the work aims to achieve, in measurable terms] |
| Group of people with solid fill**STAKEHOLDERS – their interest and expectations**  |
| Stakeholder Group  | Interest & Influence | Engagement Approach |
| [outline the individual/s and groups that have an interest in the work]  | [describe the interest and influence the stakeholder/s have in the work] | [describe how impacted stakeholders will be engaged, and the frequency] |
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| Warning with solid fill**KEY RISKS – what might impact the success of the work** |
| Risk  | Mitigation actions |
| [describe the most likely and impactful scenarios that would limit your ability to achieve your objectives. Describe the risk itself and the impact it would have on the work if it occurred] | [describe the steps that will be taken to reduce the likelihood of the risk occurring or the impact it will have if it does occur] |
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