

Recreation and Sport Capital Development Grants Program Project Management Framework 2025/26



What is a Project Management Framework?

A Project Management Framework is a tool that will help you plan/monitor the progress of your project. It is a statement of all the required tasks that need to be undertaken, as well as a timeline for each task, and who is responsible for its implementation.

Why do we need a Project Management Framework?

As well as being a required component of the funded project's Funding Agreement, the Project Management Framework is used to assist in evaluating the progress of the project. It is important for both the Project Manager and for Council to know what stage the project is at, at any given time. The Project Management Framework can also identify potential delays in the project prior to them occurring. This is a useful tool to assist in keeping the project on track and assist in determining how long it will take to achieve the project and whether it is ready for submission to Council for consideration.

How do we create a Project Management Framework?

- Step 1 Determine what steps you need to take to complete your project.
- Step 2 Use the form provided; and add more steps if necessary.
- Step 3 Allocate budget and responsibility for each task.
- Step 4 Submit a copy with Funding Agreement to Council, prior to commencement of project.

A copy of this document is required to be sent to Council for endorsement at the time the Funding Agreement is returned, or when requested.

If due to any circumstances, the Project Management Framework needs adjustment, either in relation to the timing or the components of the project, please forward an updated copy to Council for endorsement.

2025/26 Project Management Framework

Project Title

Organisation

Project Manager **Phone**

Council Contact: Recreation & Sport Project Officer

Phone 1300 368 333

[illegible]

2025/26 Project Management Framework (Example)

Project Title

Organisation

Project Manager..... **Phone**.....

Council Contact: Recreation & Sport Project Officer **Phone** 1300 368 333

TASK	Start Date	Completion Date	Cost	Responsibility
▪ Sign and return of funding agreement				Club
▪ Return Project Management Framework				Club
▪ Discussion about the project between Club/Council				Club to arrange meeting
▪ Sign off concept plans prior to commencing works				Council
▪ Develop detailed design				Club
▪ Obtain quotes for works				Club
▪ Develop detailed plans and sign off by Council				Club
▪ Obtain Planning approval and Building permits (if applicable)				Club
▪ Tender/sign contracts				Club
▪ Commence project (acknowledge Council on signage)				Club
▪ Site works/preparation				Club
▪ Submission of project reports/liaison with Council				Club
▪ Payment to contractors				Club
▪ Submission of claims (provide evidence of expenditure)				Club
▪ Forward 80% funding payment within 30 days				Council
▪ Seek approvals for variations to project (if required)				Council
▪ Arrange final inspection by Council				Club
▪ Preparation of final claim (provide evidence of expenditure & in kind works)				Club
▪ Forward final 20% funding payment within 30 days				Council
▪ Final report – Activity & Financial Reports				Club