## Project Schedule

[Arrange activities into a workable sequence using the table below (or by developing a Gantt Chart)]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Tasks | Responsibility | Output/Deliverable | Anticipated state date | Anticipated end date |
| Examples: |  |  |  |  |  |
| Establish project governance and administration arrangements | Establish Steering Committee:  - Disseminate EOI inviting stakeholder to form part of the steering committee  - Develop and circulate meeting schedule  - Agree on TOR and circulate to steering committee members  Engage external consultant:  - Disseminate EOI / source quotes  - Select preferred candidate  - Establish consultant agreement | Project Manager | Steering committee established with regular meetings held  Contract of Service established | 1 July 2020 | 30 June 2021 |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
|  | *Add/delete rows as required* |  |  |  |  |