

## Detailed planning phase

Length of phase: **2 to 4 weeks**

Things you will be doing in this phase:

- Attending weekly meetings
- Agreeing delivery dates with project partner
- Planning fundraising if needed
- Planning project tasks

Top tips:

- Use the Planning Grid to help you organise the information you need and create a task list – “What, when by, who by, how?”
- Make sure everyone in the team has tasks assigned – with deadlines!
- Use your timeline to show when key tasks need to be done by, and to show which tasks depend on others being done first
- Think about cut-off dates and “Plan B” options
- Plan how you will communicate with your stakeholders
- Don’t be afraid to ask for help!

### Gate Review: **Project Plan Approval Meeting**

Things you will need to produce to pass the Gate Review and move to the next phase:

- Stakeholder approval of End Results and Delivery Dates
- Task list
- Detailed timeline