

# Project planning template

Putting the pieces together



# 1 Project Planning

There are a number of stages and tasks that need to be completed to produce your neighbourhood plan. A project plan can help you to visualise the process and identify what needs to be done, when and by whom.

To help you to develop a project plan we have produced a template. This template includes an annotated project plan with hints and tips and a blank spreadsheet that you and your group can fill in.

Once filled in your project plan will enable you and your group to identify the tasks that need to be completed and indicative time-scales for each task. It can also be used to assign tasks to particular members of your group and to identify where additional resources and assistance may be required.

You are advised to look at the annotated plan and to read [How to project plan](#) before you fill in the blank project plan. It explains in further detail:

- why you need to prepare a project plan
- what goes into a project plan
- how to fill in your project plan

The project plan template provides an overview of the tasks required at each stage of the neighbourhood plan process and includes links to other resources for further information. The list of tasks is not exhaustive and your group may wish to further divide the tasks into smaller, more manageable chunks.

The project plan template also includes a number of suggestions on information you may wish to include and display. For example, you could include notes on progress or use different colours to differentiate between tasks carried out by your group and those carried out by your local planning authority.

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Scottish Registered Charity Number: SC 037841



The neighbourhood plan process is separated into stages

You may wish to include a notes column. This could be used to detail dates of one off meetings (for example with the local planning authority), any issues to consider and how decisions will be made (e.g. if the local authority decision is to be made by planning committee).

You may wish to include details of who will lead the particular tasks e.g. specific working groups, members or the local planning authority

Include dates - this project plan provides a monthly view. If you decide to break the tasks down further you may wish to use a weekly view or fortnightly view.

The overall stage in the neighbourhood plan process is separated into smaller more manageable tasks and activities.

You may wish to break these tasks down further. For example publicising the intention to produce a neighbourhood plan could involve: setting up a website; setting up a Facebook and Twitter account; organising workshops, designing leaflets, printing and distributing leaflets.

Symbols can be used to illustrate deadlines – these are often called milestones and they are key stages in the process

Tasks can be carried out at the same time.

Task name	Notes	Lead	March	April	May	June	July	August
<b>Getting started</b>								
Scope aims - decide whether a neighbourhood plan is the right tool to address your issues			[Purple bar]					
Discuss intentions with the local planning authority	Meeting arranged for 12th March	Chair of group + 2 other members	◇					
Publicise intention to produce a neighbourhood plan within the area, identify and contact key local partners		Communications group	[Purple bar]					
<b>Define neighbourhood area</b>								
Decide on proposed boundary for the neighbourhood area			[Purple bar]					
Prepare formal neighbourhood area application		Chair + vice Chair		[Purple bar]				
Submit neighbourhood area application to the local planning authority	Target date for submission 30th May	Chair					◇	
Formal consultation on neighbourhood area application	Statutory publicity (organised by the local planning authority)	Local planning authority					[Red bar]	
Local planning authority issue their decision notice (milestone)	Decision has to be made by committee - meeting scheduled for 17/08	Local planning authority						◇
<b>Apply for neighbourhood forum status</b>								
Establish a neighbourhood forum			[Purple bar]					
Prepare formal neighbourhood forum application		Chair + vice Chair		[Purple bar]				
Submit neighbourhood forum application to the local planning authority	Target date for submission 30th May	Chair					◇	
Formal consultation on neighbourhood forum application	Statutory publicity (organised by the local planning authority)	Local planning authority					[Red bar]	
Local planning authority issue their decision notice (milestone)	Decision has to be made by committee - meeting scheduled for 17/08	Local planning authority						◇
<b>Steering group meetings</b>								
Steering group meetings held monthly on the 2nd			●	●	●	●	◇	●

**Key:**

- ◇ = milestone / deadline
- = monthly steering group meeting
- [Purple bar] = task to be carried out by neighbourhood plan group
- [Red bar] = task to be carried out by your local planning authority

Indicative time-scales should be added to each of the tasks / activities.

You may wish to use different colours in order to distinguish between the tasks carried out by your group and those carried out by your local planning authority.

You may wish to include details of regular meetings e.g. monthly steering group meetings.