

Project Plan for the eradication of *insert target species* from *Insert site name, location*

Title page can include referenced photos of study site and/or species involved

Insert author(s) name, institution, contact details

If applicable, include notification of funding organisation / contractor

Reviewer(s): *Insert reviewer(s) name, institution, contact details, date*

Version History:

VERSION	DATE	AUTHOR	REASON FOR CHANGE

Citation: *Insert citation including all authors and date*

NOTE: Detailed guidance on how to complete a Project Plan can be found in Section 4 of the Overview document of the UK Rodent Eradication Best Practice Toolkit.

Template guidance is all provided in *Green* and should be deleted prior to completing the report.

This template has been adapted from the Pacific Invasives Initiative toolkit (PII, 2011).

Executive Summary

Provide an overview of the main points of the report. The audience is the project manager, implementing agency management, funders and external partner organisations. Provide enough information for the reader to get a summary of what is discussed in the full report.

NOTE: *as the project progresses new objectives and outputs may arise depending if new stakeholders are engaged – any changes from earlier documents should be highlighted as the project develops (i.e. new objectives covered in later versions of project plans and operational plans etc. should be noted as new – as these may affect the techniques or have risks associated with them).*

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1 INTRODUCTION

Explain the purpose of this document, and set the context for the project. Refer to feasibility study.

Include:

- *Details if this eradication project is part of a larger programme of work (of multiple eradications or a restoration project).*
- *Details of any national or international programmes that this project is related to, including any obligations under site / species designations.*
- *The expected audience of the Project Plan.*
- *Reference all relevant documents used as background information, and include a full citation in the References section.*

1.1 The Site *Insert site name*

Brief summary only - Refer to feasibility study.

1.2 Target Species *Insert target species name (including scientific name)*

Brief summary only - Refer to feasibility study.

2 GOAL, OBJECTIVES and OUTCOMES

The goal, objectives and outcomes should define what the project will achieve, and how the project success will be monitored. Using a log frame, Table A, will help to structure the project development. All objectives should be SMART (Specific, Measurable, Attainable, Relevant and Timely). Same as in Feasibility Study. Outline the:

GOAL: A long-term desired result.

OBJECTIVES: Specific achievements that will help reach the goal.

OUTCOMES: A change resulting from the achievement of an objective.

Provide indicators for each of the outcomes of the project in Table A.

2.1 Log frame

Table A: A log frame outlining the goal, objectives, indicators, the sources of verification and the activities required to deliver the objectives for the delivery of the eradication of *Insert target species* from *Insert site*. Issues that need to be overcome and any assumptions made are also provided.

Goal:					
Project purpose:					
Issues	Objectives	Outcomes	Indicators	Sources of verification	Assumptions
<i>[NB: use this column to outline any issues that need to be overcome before proceeding]</i>	<i>e.g. Objective 1: Remove predation pressure of invasive non-native rodents on declining species on site.</i>	<i>e.g. Outcome 1: Eradication of brown rats from xxx island by 31 April 2018.</i>	<i>e.g. Indicator 1: No brown rat population present on xxx island by 31 April 2020.</i>	<i>e.g. Reporting of biosecurity checks.</i>	
			<i>Indicator 2:</i>		
			<i>Indicator 3:</i>		
		<i>Outcome 2:</i>	<i>Indicator 1:</i>		
			<i>Indicator 2:</i>		
			<i>Indicator 3:</i>		
		<i>Outcome 3:</i>	<i>Indicator 1:</i>		
			<i>Indicator 2:</i>		
			<i>Indicator 3:</i>		
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Activities					
		<i>E.g. 1.1. Rodenticide grid station established</i>			
		<i>E.g. 1.1.1. All grid station positions mapped with GPS and physical copies of the mapped grid system produced.</i>			
<i>tbc</i>		<i>tbc</i>			

3 PROJECT APPROACH

Briefly describe the approach to the eradication project, summarising the main points from the Feasibility Study relevant to the project management. This should be presented as an overview of 'Technical Feasibility', section 3.1 of the Feasibility Study, and updated as necessary.

Identify and highlight any tasks/trials required to resolve issues prior to delivering the eradication, or any missing information identified in the Feasibility Study Report.

Detail 'stop' points, where the project is reassessed and continued only if all the conditions are met (e.g. project funding).

4 SCOPE

Clearly describe what is included within the project, and what is not covered within the project. This is particularly helpful if the project is part of a programme of work, allowing communication of what is part of the project and what is (or needs to be) covered elsewhere.

5 PROJECT GOVERNANCE

Clearly identify the individuals and organisations involved in the project, outlining their roles and responsibilities throughout the project. Include:

- Clear identification of team structure and clear roles and responsibilities of project staff and partner organisations, Table B. Consider use of project staff flow-chart.
- A RACI (Responsible/Accountable/Consulted/Informed) model (or similar) for the operational team and stakeholders, Table C.
- Outline authorisation process for financial spend.
- Outline a plan for project reporting.

Table B: The operational team, the organisations involved, and their roles and responsibilities for the delivery of the eradication of *Insert target species* from *Insert site*.

Name	Organisation	Role	Responsibilities
<i>tbc</i>	<i>tbc</i>	<i>e.g. Project Executive</i>	<ul style="list-style-type: none"> • The accountable person on the project – overall (ultimate) accountability for the project. • Leadership role – setting and guiding the overall direction and management of the project • Involved from the start of the project and is ultimately accountable for the project. This includes defining the project in conjunction with the Project Manager • <i>Etc.</i>
<i>tbc</i>	<i>tbc</i>	<i>e.g. Project Manager</i>	<ul style="list-style-type: none"> • The responsible person on the project – overall responsibility for the project. • Leading the project effectively to deliver the agreed outputs and meet the agreed objectives (in order to achieve the agreed outcomes) • Leading on planning, relationship building, listening and communicating (including defining the project, setting objectives, planning the work etc.) • Creating and maintaining project documentation. • <i>Etc.</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>

Table C: RACI (Responsible/Accountable/Consulted/Informed) model for the governance for the tasks required to deliver of the eradication of *Insert target species* from *Insert site*.

Eradication of <i>Insert target species</i> from <i>Insert site</i>				
Task	Roles			
	Responsible	Accountable	Consulted	Informed
<i>e.g. Obtain all relevant permits for work</i>	<i>e.g. Project Manager</i>	<i>e.g. Project Executive</i>	<i>e.g. Project partner</i>	<i>e.g. Project stakeholders</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>	<i>tbc</i>

6 STAKEHOLDER ENGAGEMENT

Detail the different stakeholders and explain how they will be involved in the project (e.g. stakeholder assessment log; stakeholder engagement log). Update as necessary from the Feasibility Study.

7 PROJECT TIMELINE

Provide an outline of the project timeframe, including indicative dates of key project activities and milestones.

Consider using a GANNT chart to outline key activities and timeframes across the scope of the project.

Table D: Overview of the project timeline, plus indicative dates of key project activities and milestones, required to achieve the eradication of *Insert target species* from *Insert site*.

Milestone	Completion date	Responsible
Operational Planning Stage		
<i>e.g. Funding secured.</i>	<i>e.g. by 31/07/2017</i>	<i>e.g. Project Executive</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Implementation Stage - Pre-operation phase		
<i>e.g. all required permits in place</i>	<i>e.g. by 31/06/2018</i>	<i>e.g. Project Manager</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Implementation Stage – Operational phase		
<i>e.g. Rodenticide grid established across xxx island</i>	<i>e.g. by 31/09/2018</i>	<i>e.g. Project Manager</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>
Sustaining the Project Stage		
<i>e.g. Biosecurity</i>	<i>e.g. by 31/04/2019</i>	<i>e.g. Project Manager</i>
<i>tbc</i>	<i>tbc</i>	<i>tbc</i>

8 PROJECT COSTS

Update the Feasibility Study financial viability table to provide estimated costs of the Operational Planning Stage, the Implementation Stage and the Sustaining the Project Stage. Include costs for monitoring and for ongoing biosecurity.

Table E: Estimated Project Costs per Stage for the eradication of *insert target species* from *insert site*

Item	Details	Cost (£)
Operational Planning Stage:		
Contractors	Planning costs – development of biosecurity, monitoring and operational plans	<i>tbc</i>
<i>Etc.</i>		<i>tbc</i>
Operational Planning Stage, Sub-total		<i>tbc</i>
Operational Planning Stage, Contingency (20%)		<i>tbc</i>
Operational Planning Stage, Expected cost		<i>tbc</i>
Implementation Stage:		
Bait purchase (primary)	5.5 tonnes Romax (coumatetralyl) blocks	<i>tbc</i>
<i>Etc.</i>		<i>tbc</i>
Implementation Stage, Sub-total		<i>tbc</i>
Implementation Stage, Contingency (20%)		<i>tbc</i>
Implementation Stage, Expected cost		<i>tbc</i>
Sustaining the Project Stage:		
Biosecurity: set up	Equipment: tracking tunnels, traps, labour costs etc.	<i>tbc</i>
Biosecurity: annual running costs		<i>tbc</i>
Post-operational monitoring: annual costs		<i>tbc</i>
<i>Etc.</i>		<i>tbc</i>
Sustaining the Project Stage running costs for 5 years (A)		<i>tbc</i>
Sustaining the Project Stage Set up costs (B)		<i>tbc</i>
Sustaining the Project Stage sub-total(C=A+B)		<i>tbc</i>
Sustaining the Project Stage Contingency (D=20% of C)		<i>tbc</i>
Sustaining the Project Stage, Expected 5-year cost		<i>tbc</i>
PROJECT TOTAL		
		<i>tbc</i>

9 RISK MANAGEMENT

Describe the major risks to the project and what you will do to minimise the impact of each risk to the project, Table F. Review the issues recorded in the Feasibility Study to help identify risks.

Produce a Risk Register as a separate document.

Table F: Key project risks and the proposed mitigation management to successfully deliver the eradication of *Insert target species* on *Insert site*.

RISK	Management approach
<i>tbc</i>	<i>tbc</i>
<i>tbc</i>	<i>tbc</i>

10 REFERENCES

Use this section to record full citations of other documents that have been used and referred to in preparing the Project Plan. Set a consistent format for referencing.

11 APPENDICES

Use this section to record background information and information that does not fit into any of the other sections but may be of use in later project phases, including details of all site visits.