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| **Project Deliverables** | | | | |
| **Deliverable or Milestone** | **Deliverables** | **Demonstrating deliverable complete** | **Evidence** | **Comments** |
| **Milestone 2** | * Establish steering committee and Terms of Reference (include DoT committee member) * Appoint Coordinator * Finalise detailed Project Plan and Evaluation plan * Recruit and train volunteers * Submit quote for vehicle; and * Tax invoice. | Terms of Reference  Document  Minutes of Steering Committee Meetings  Employment Agreement  Duty Statement  Qualifications for the Role  Relevant experience  Amended Project Plan – objectives as per section 3 of MOU  Amended Evaluation Plan - objectives as per section 3 of MOU  Volunteer recruitment process  Volunteer Induction process  Volunteer checklist *(includes Police checks ect.)*  Volunteer register  Volunteer Manuals  Volunteer training *(training schedule ect.)*  Complies – supplied  Complies – supplied | **Terms of Reference** - see attached -PDF *Slide no’s 2 and 3*  **Minutes -**  See attached -PDF Milestone 2: *Slide no’s 4 to 8*  **Employment Agreement & Duty Statement -**  See attached -PDF Milestone 2: *Slide no’s 9 to 14*  See comments opposite  See comments opposite  **Amended Project Plan -**  See attached -PDF Milestone 2: *Slide no 15*  **Amended Evaluation Plan –**  See attached -PDF Milestone 2: *Slide no 16*  **Volunteer Driver Recruitment & Training Plan –**  See attached -PDF Milestone 2: *Slide no 17* | Attached PDF needs to be opened and read in conjunction with headings: Deliverables and Demonstrating deliverables. |