

# Kaupapa Māori Project Plan Template

Template for kaupapa Māori projects to guide working group in developing key steps, identifying roles, timelines, key deliverables, and alignment with kaupapa Māori values.

## Section 1: Project Overview

Kaupapa Name:  
Lead Roopū/Organisation:  
Primary Contact Person(s):  
Associated Rohe / Hapū / Marae:  
Start Date / End Date (can be expressed in maramataka):  
Planning Cycle / Phase: Te Ahunga Nui (Short-Term Activation)

## Section 2: Kaupapa Purpose and Values

**Purpose of the Project (He Take):** (Use a brief narrative that articulates why this kaupapa is important and who it serves. Ground in kōrero tuku iho if possible.)

**Guiding Values (Ngā Mātāpono):** (List the tikanga and principles agreed upon to guide this mahi, e.g. manaakitanga, kaitiakitanga, whanaungatanga, tika me te pono.)

## Section 3: Kaupapa Māori Roles and Responsibilities

Confirmed Rōpū / Working Group Members:  
(Include names, roles, iwi/hapū affiliation, and skills.)  
Link to Working Group Terms of Reference: [Insert link or location where the Terms of Reference is stored]  
Role Allocation Table:

Role	Name / Organisation	Responsibilities	Confirmed (✓/X)
Kaimahi			
Mātauranga Expert(s)			
Technical Lead			
Project Coordinator			
Research / Rangahau Support			
Communications Lead			

## Section 4: Key Activities and Timeline



Step out roles and responsibilities of project team members. Include start and end dates and key description of outcomes. Confirm with group if Gregorian calendar or maramataka Māori will be used (or both). Phases of maramataka can determine when and how hui might take place, and key phases for doing rangahau and tiro tiro.

Activity	Description and outcomes	Lead Person	Start	End
<b>Hui / Wānanga Planning</b>	Develop and hold planning hui with hapū/marae			
<b>Risk Assessment Prep</b>	Gather kōrero tuku iho and tohu via hui			
<b>Mapping &amp; GIS Work</b>	Identify climate risk locations			
<b>Values and Purpose Wānanga</b>	Facilitate values-based kōrero			
<b>Draft Plan Development</b>	Compile findings into plan format			

## Section 5: Project Budget

Break this into meaningful categories that reflect resourcing needs for implementation.

Cost Item	Description	Estimated Amount (NZD)	Confirmed / Pending
<b>Venue Hire</b>	Marae, kura, or community space		
<b>Kai</b>	For hui, wānanga, and workers		
<b>Koha</b>	For kaumātua, mātauranga holders, guest speakers		
<b>Facilitation</b>	Cultural and technical facilitators		

**Kete 1: Te Ahunga - Initiating the Kaupapa, Set the Direction and Purpose**  
8: Kaupapa Māori Project Plan Template



<b>Coordination</b>	Project admin, logistics		
<b>Travel and Accommodation</b>	For out-of-rohe or mobile support		
<b>Printing &amp; Materials</b>	Hard copies of plan, visuals, pānui		
<b>Specialist Support</b>	GIS, researchers, mātauranga specialists		
<b>Other</b>	Specify (e.g. translation, digital tools)		

## Section 6: Communication and Engagement Plan

How will whānau, hapū, and community be kept informed?

(e.g. monthly pānui, regular hui, Facebook updates, phone trees)

- How will feedback be gathered and included?  
(e.g. feedback sessions, anonymous surveys, kanohi-ki-te-kanohi wānanga)
- External Stakeholders and Partners:  
(List any partner orgs, Councils, funders, and how they will be engaged.)

## Section 7: Monitoring and Tikanga-Based Accountability

- How will progress be tracked?  
(e.g. milestone reviews, hui reports, shared dashboards)
- Cultural markers of progress:  
(e.g. alignment with tikanga, maintenance of manaakitanga, retention of mātauranga)
- Frequency of Check-Ins:  
(e.g. monthly hui, quarterly reports)

## Section 8: Project Risks and Mitigation

- Known Challenges (e.g. resourcing gaps, tight timeframes):
- Tikanga-Based Mitigations or Responses:
- Support Needed from External Partners (if any):

## Section 9: Appendices

- Hui minutes
- Budget estimates/quotes
- Risk assessments or visual maps
- Directory of kaimahi and contributors
- Terms of Reference for Working Group

