

PROJECT PLANNING TOOL

Project team: _____

Action: _____

Type of project: Social/Fun Awareness campaign Community Hands-on activity Event Fundraising

Proposed date: _____

Location of project: _____

	Details	Persons responsible	Date to be completed	Tick when completed
Project description: <i>(What are you going to do?)</i>				
Why is this project important to you?				

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<p>Aims of the project: <i>(What do you hope to achieve? What might you change?)</i></p>				
<p>Who might benefit from the project? How? <i>(Your school? Your local community? Will the beneficiaries be local or global?)</i></p>				
<p>What response might you receive from you target audience?</p>				
<p>Background research: <i>(What examples of a similar project can you find?)</i></p>				

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<p>What resources might you need? <i>(What are the costs? How much time will you need? What other things might you need to run this project?)</i></p>				
<p>What approval or permission might you need to implement this project?</p>				
<p>What other organisations or community partnerships are or might be involved?</p>				
<p>How might you advertise or communicate about the project? <i>(What will your main method of communication be? How often will you communicate with your target audience?)</i></p>				

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<p>Evaluating the success of your project: <i>(How might you know if your project has been successful? How might you report on your project?)</i></p>				
<p>Celebrating your project: <i>(How might you celebrate the completion of your project? How might you thank or acknowledge the other people involved in your project?)</i></p>				

Notes: