

Project Planning Tool

Project team: _____

Project title: _____

Type of project: Awareness campaign Volunteering Event Fundraising Other

Proposed date of commencement: _____

Location of project: _____

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

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<p>Aims of the project: (What do you hope to achieve? How does it fit in with your vision for the community?)</p>				
<p>Who might benefit from the project? How? (Your school? Your local community? Will the beneficiaries be local or global?)</p>				
<p>What responses might you receive?</p>				
<p>What resources might you need? (What are the costs? How much time will you need? What other things might you need to run this project?)</p>				

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<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? (What will your main method of communication be? How often will you communicate with your target audience?)</p>				
<p>Celebrating your project: (How might you celebrate the completion of your project? How might you thank or acknowledge the other people involved in your project?)</p>				

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Notes:

A large green rectangular area with horizontal dotted lines, intended for taking notes.