

# 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
<b>Project description:</b> (What are you going to do?)				
<b>Why is this project important to you?</b>				

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<p><b>Aims of the project:</b> (What do you hope to achieve? How does it fit in with your vision for the community?)</p>				
<p><b>Who might benefit from the project? How?</b> (Your school? Your local community? Will the beneficiaries be local or global?)</p>				
<p><b>What responses might you receive?</b></p>				
<p><b>What resources might you need?</b> (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><b>What approval or permission might you need to implement this project?</b></p>				
<p><b>What other organisations or community partnerships are or might be involved?</b></p>				
<p><b>How might you advertise or communicate about the project?</b> (What will your main method of communication be? How often will you communicate with your target audience?)</p>				
<p><b>Celebrating your project:</b> (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 rectangular area with a light blue background and horizontal dotted lines, intended for taking notes.