

Project Planning Guide

Project title:*

Project start date:

Project check in date/s:

Project end date:

Location of project:

| | Persons responsible | Tick when completed |
|---|---------------------|---------------------|
| Project description (What will you be doing in this project?) * | | |
| Project aims (What problem is your project addressing? What do you hope your project will achieve? What does the end result look like?) | | |

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| Who will benefit from this project? | | |
| What resources might you need for this project? (What materials will you need? Do you need funding? How much and where might you get it?) * | | |
| Project approvals (Do you need any approval for this project? Where might you get this approval from?) | | |
| Who else could you involve in this project? (Are there opportunities for involvement from parents, others teacher or students? How might they be involved?) * | | |

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| How might you communicate what you're doing with the school community? * | | |
| What challenges might you face in this project and what could you do to overcome them? | | |
| What information will you be collecting to measure your success? * | | |
| How will you know when your project is complete? * | | |

NOTE: Items marked with a star (*) could provide opportunities for student involvement. This could mean you could invite students to suggest ideas for these items or you involve students in the delivery of these items.