

# Project Planning Tool - Defining Our Problem And Solution

In this section you should provide background information on your project. It may help to imagine that you're writing for someone who knows nothing about this project - what do they need to know?

1. What is our team called?

2. What is the problem we are trying to solve?

3. What is our solution to the problem?

4. How will our solution help address the problem?

# Project Planning Tool - Materials And Equipment

In this section you need to think about all the things your project might need. For example, if you were making sandwich wraps for school lunches you would need material and thread for making the wraps, sewing machines and scissors, and people who know how to sew.

Think about what your idea is and create a mind-map or list below of all the things you need for this project:

# Project Planning Tool - Challenges

In this section you should think about what challenges you might encounter. There's a good chance that your solution will come up against some difficulties that you'll need to think creatively about addressing. For example, even the best people make mistakes, the newest technologies can fail and the weather can be predictably unpredictable. When these things do happen, we can of course learn from them and make improvements. However, it's a good idea to have a plan for when some of the more typical problems arise.

Think about the following question and create a table to record your ideas. What challenges might you encounter when working on this project? How could you address these challenges?

# Project Planning Tool - Evaluation

In this section you should think about what success will look like. This will help you stay on track when you're running your project, and will give you a end-point to focus on.

Try to think of something you can measure your success by - for example, the number of people who have watched your film, the number of people attending your event, the number of plants planted, or the amount of water saved. Think of something that applies specifically to your project.

Record your ideas below and explain why you have decided on this:

# Project Planning Tool - Notes

Use this space to record any additional notes in support of your idea. You may also need to add extra pages with sketches, maps or other ideas.