Business Planning Tool - Background Information

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

About The Project	Details
Project team	
Project name	
What is the problem we are hoping to address?	
What is our solution?	
How will our solution make a difference? What do we hope to achieve?	

Notes:

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Business Planning Tool - Kit Contents

In this section you should think about what you want to include in your kit and how you might get these things. It's also important to think of some alternatives if you don't get exactly what you want or if you run into difficulties.

The Kit	Details
What things do we need in our kit?	
Where might we find these things?	
Who might be able to help us find the things we need for our kit?	
How might we advertise or let people know about our idea?	
What challenges might we face when creating the kits? How might we overcome these?	

Notes:

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Business Planning Tool - Kit Distribution

In this section you should think about how you'd like to distribute your kits. It's also important to think of some alternatives if you run into difficulties.

Distributing The Kit	Details
How might we distribute the kits to the people who need them?	
Who might be able to help us distribute the kits?	
What challenges might we face when distributing the kits? How might we overcome these?	

Notes:

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Business 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.

Evaluating Success	Details
How will we know if our project has been successful?	
How will we share the results of our evaluation with stakeholders (i.e. the people who contributed to the project)?	

Notes: