

Project Planning Tool

Project team: _____

Project title: _____

Type of project: _____

Social/Fun ☐ Awareness campaign ☐ Community ☐ Hands-on activity ☐ Event ☐ Fundraising ☐

Proposed date: _____

Location of project: _____

	Details	Person/s responsible	Date to be completed	Tick when completed
Project description: (What are you going to do?)				

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Why is this project important to you?				
Aims of the project: <i>(What do you hope to achieve? What might you change?)</i>				
Who might benefit from the project? How? <i>(Your school? Your local community? Will the beneficiaries be local or global?)</i>				
What response might you receive from your target audience?				



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Background research: <i>(What examples of a similar project can you find?)</i>				
What resources might you need? <i>(What are the costs? How much time will you need? What other things might you need to run this project?)</i>				
What approval or permission might you need to implement this project?				
What other organisations or community partnerships are or might be involved?				

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How might you advertise or communicate about the project? <i>(What will your main method of communication be? How often will you communicate with your target audience?)</i>				
Evaluating the success of your project: <i>(How might you know if your project has been successful? How might you report on your project?)</i>				
Celebrating your project: <i>(How might you celebrate the completion of your project? How might you thank or acknowledge the other people involved in your project?)</i>				

Notes:

