Project Planning Tool

Project team: _____

Project title: _____

Type of project: Social/Fun ☐ Awareness campaign ☐ Community ☐ Hands-on activity ☐ Event ☐ Fundraising ☐ Other ☐

Proposed date: _____

Location of project: _____

	Details	Persons responsible	Date to be completed	Tick when completed
Project description: (*What are you going to do?*)				
Why is this project important to you?				

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Aims of the project: (*What do you hope to achieve? What might you change?*)				
Who might benefit from the project? How? (*Your school? Your local community? Will the beneficiaries be local or global?*)				
What response might you receive from you target audience?				
Background research: (*What examples of a similar project can you find?*)				

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What resources might you need? (*What are the costs? How much time will you need? What other things might you need to run this project?*)				
What approval or permission might you need to implement this project?				
What other organisations or community partnerships are or might be involved?				
How might you advertise or communicate about the project? (*What will your main method of communication be? How often will you communicate with your target audience?*)				

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Evaluating the success of your project: (*How might you know if your project has been successful? How might you report on your project?*)				
Celebrating your project: (*How might you celebrate the completion of your project? How might you thank or acknowledge the other people involved in your project?*)				

Notes: