

Project Planning Worksheet

1. Describe your project in one sentence. Include what you will do, where, why, and with whom.
2. List keywords that describe your project.
3. Describe the need in your community or the issue your project will address.
4. Identify the target audience for the project.
5. What are the goals of the project?
6. What are the specific changes you want to make in your community and among the target audience of your project? List objectives and outcomes for the project.
7. Develop activities or action steps required to reach the changes listed above.
8. List the resources you will need to accomplish the steps. Include resources you already have.
9. Project cost
10. List your partners on this project. Who else is addressing this problem in our community?
11. Describe how you will measure your success. What will be different or improved?