

Project Planning Worksheet

A. Throughout the workshop, fill in the various sections of the worksheet as directed in each exercise and by the instructor.

1. Describe the project in one sentence.

2. Identify the target audience for the project.

3. Describe the need or problem that the project will address and how you will document the need or problem.

4. List possible community partners for this project.

5. What is the goal of the project?

6. What are the project objectives? Make sure they are SMART.

i.

ii.

iii.

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<p>7. List the major action steps that will implement each objective.</p> <ul style="list-style-type: none">i. ii. iii.
<p>8. Describe how you will measure or evaluate the success of the project.</p>
<p>9. List the personnel and other resources that you will need, and designate each one as IK (for in-kind) or G (for grant-funded).</p>
<p>10. Describe how you will determine the costs for the various resources listed above.</p>

B. What steps will you take over the next 4-6 weeks to move this project forward?