

Project Plan

Project Name

Be creative!

Project Leader(s)

Planned start and end date

Project Aim

Sum up your project aims in one sentence

Project Description

What is the project about? Why is it happening? Who will be involved? Why is it needed?

Action Plan

Break your project aim into 3 objectives. Each objective needs to be SMARTER (Specific, Measurable, Achievable, Realistic, Timely, Ethical and Responsible).

Treat each list of actions like a practical to do list you and your team must complete in order to achieve each objective.

Objective	Actions
1	<ul style="list-style-type: none"> • • • •
2	<ul style="list-style-type: none"> • • •
3	<ul style="list-style-type: none"> • • • •

Project Inputs

Number of volunteers	
Wider participation? Could you involve a society?	
External Partners (Will you be working with a school, care home etc?)	
Budget/Cost/Do you need equipment?	
Other Stuff? Specific training need?	

Planned Project Benefits/Objectives (Outputs)
Provide a bullet list of objectives e.g. number of young people engaged, community groups reached, number of student volunteers trained...

<ul style="list-style-type: none"> • • • • • • •

Project Timetable

September	
October	

November	
December	
January	
February	
March	
April	
May	
June	

Targeting, Evaluation and Impact

Who is responsible for targeting, evaluation and impact measurement?	
How will you targeting your beneficiaries (e.g. particular schools, groups of young people, communities)?	
How will you gather volunteer feedback?	
How will you gather participant feedback?	
How will you gather external partner feedback?	