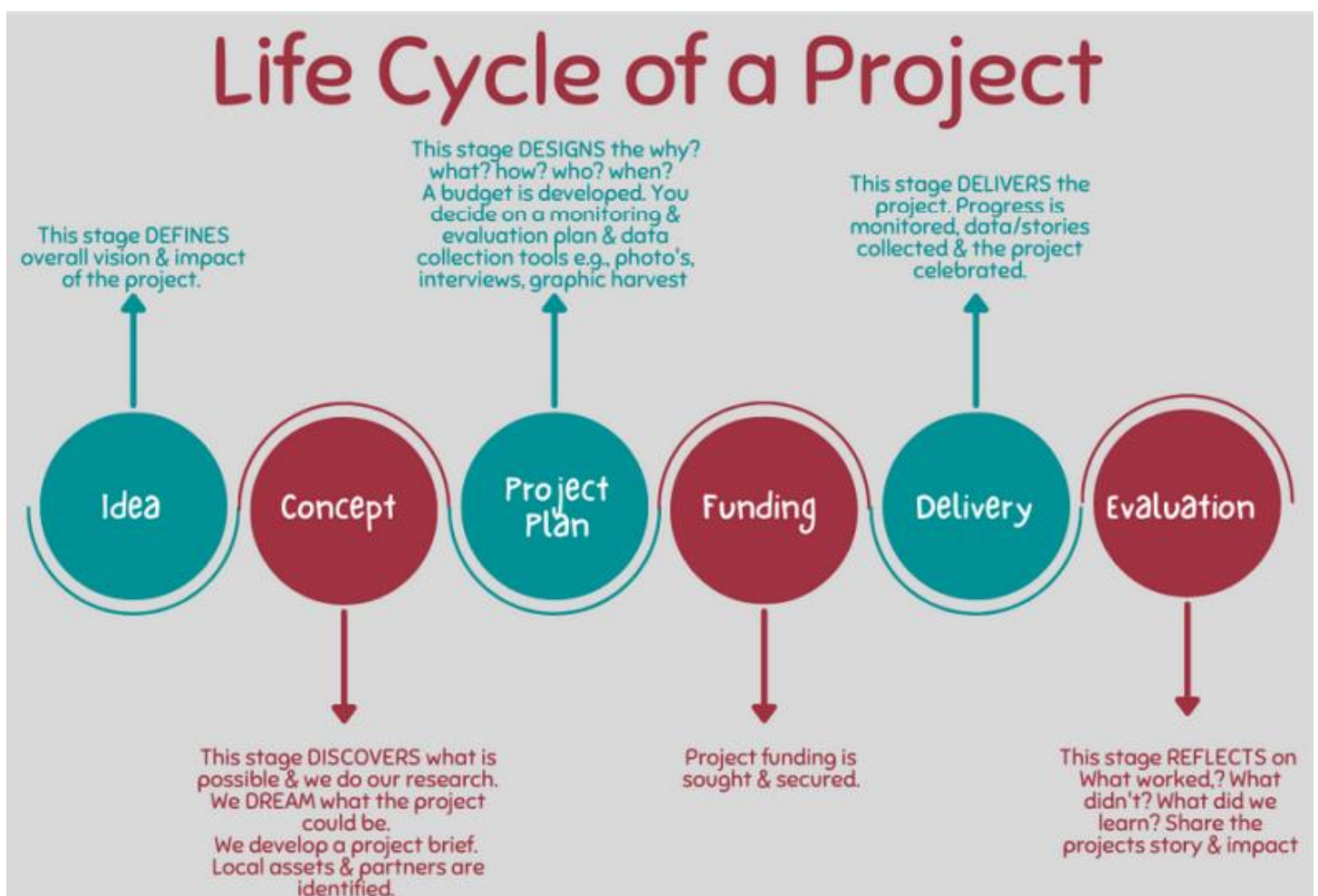


Project Planning

A project goes through six main stages from the time an idea is formed to the questioning around whether project implementation has been successful.

Developing a project plan is an integral part of the life cycle of a project and provides the direction to access appropriate funding.

A grant application is more likely to be successful if a project has been well thought out and planned. The example project plan provided includes all the necessary questions to assist you in developing your idea into a meaningful and successful project.



This diagram is from the Jeder Institutes 'Community Project: Idea to Action Planning kit.'

Example Project Plan

Project name**What is your idea?**

What do you want to do?

Why do you want to do the project?

What evidence do you have that the project is needed?

What is the overall Aim of the project?**What are the anticipated benefits of the project?****Resources**

What are the resources required to undertake the project? E.g., people, tools, equipment, materials, venue.

Risks

All projects have a risk. Identify the potential risks for the project and outline mitigation strategies.

Communication Plan

What, when, and how will you share project updates with the community and other stakeholders?

Monitoring and Evaluation

How will you know if your project has achieved what you wanted it to? What evidence do you need to collect?