

Project Planning Template

☐ New Project ☐ Continuing Project

Project Title: _____

Dates of Project: Start: _____ End: _____

1. Project Description/Overview of activities

2. Which factors are relevant for your project?

	Relevant?	How will you address it?
Economic Factors		
Social Factors		
Environmental Factors		

3. Who is your target audience? (Please be as precise as possible)

4. To what need is your project responding/what is the need of your target audience?

5. How are you going to empower your target audience? (Which valuable skills/knowledge will you transfer through your project?)

6. Potential project partners

7. Resources

People Resources Needed: _____

Total Students Involved: _____

Physical materials and education resources needed: _____

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8. Budget

Costs Item	Price
Total Budget Needed:	

9. How will you apply business and economic concepts and an entrepreneurial approach in carrying out your project?

10. How are you going to measure the impact of your project?

Quantitative Measurement Tools	Qualitative Measurement Tools

11. What are the outputs and outcomes which you would like to achieve?

Output	Outcome

12. How will your project improve the overall quality of life and standard of living of your target audience?

13. Specific tasks and corresponding deadlines required to complete the project:

Task	Deadline	Person Responsible

14. What steps will you take to ensure the long term success of your project?
