

# PROJECT PLANNING GUIDE

Name of Project: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

## Objective/Goals:

A. Why are we doing this project?

- 1.
- 2.
- 3.

B. Who will benefit from this project?

- 1.
- 2.
- 3.

C. Support. Ask the group(s) who will benefit from your project to pledge their support.

## Needs/Tasks:

A. Fact Finding. How can your group find out more about the project? What are the possible good and bad points? You need to be prepared.

- 1.
- 2.
- 3.

B. Approval. Whose approval do you need to conduct the project?

	<u>Approval Needed?</u>	<u>Deadline</u>	<u>Person Assigned</u>	<u>Approved?</u>
Guardian	_____	_____	_____	_____
Council	_____	_____	_____	_____
Other	_____	_____	_____	_____
Other	_____	_____	_____	_____

C. Resources. What resources will be needed for the project?

- |    | <u>Resources Needed</u> | <u>Where to Locate</u> | <u>Person to Obtain</u> | <u>Done</u> |
|----|-------------------------|------------------------|-------------------------|-------------|
| 1. |                         |                        |                         |             |
| 2. |                         |                        |                         |             |
| 3. |                         |                        |                         |             |

D. Budget. This must be clearly planned and itemized.

	<u>Items to be purchased</u>	<u>Anticipated cost</u>	<u>Deadline</u>	<u>Buyer</u>	<u>Approved</u>	<u>Amount</u>
1.						
2.						
3.						
4.						
5.						
6.						

E. Publicity. What types of publicity do you need? What will be most suitable to the project and the audience?

	<u>Person Responsible</u>	<u>Deadline</u>	<u>Approved</u>
Handouts			
P.A. Announcements			
Bulletin Boards/Reader			
Newspaper Articles			
Mass Media (radio, TV)			
Other (be creative)			
Invitations			
Bulletins/Newsletters			



