

Project Planning Template

New Project Continuing Project

Project Start Date: _____

Project End Date: _____

Project Title: _____

Target Audience: _____

Potential Project Partners (if applicable): _____

Project Description/Overview of activities:

1. What are the economic, social and environmental factors affecting your target audience? How will the project address these factors?
People are often affected by trends, shocks and seasonality – things over which they have limited or no control. For example: population trends, economic trends, governance, disease, climate, pollution, natural disasters, conflict, and/or the seasonality of prices, production and employment opportunities.

	Factors	How will you address it?
Economic		
Social		
Environmental		

2. What are the desired outcomes of the project's target audience?
The team should investigate, observe and listen to the priorities, needs, wants and goals of the target audience.

3. How is the target audience trying to achieve these outcomes currently? What is and isn't working?

4. How will your team empower the target audience to achieve the desired project outcome(s)?

5. How will your team utilize entrepreneurial action in carrying out the project?

6. How will achieving the desired project outcomes empower the target audience to improve their livelihoods?

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

Quantitative Measurement Tools	Qualitative Measurement Tools

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8. What are the potential indirect outputs and outcomes your project?

9. What type(s) of media coverage do you anticipate for your project? How will you measure the media impressions?

10. What resources are needed to complete the project?

People resources needed:

Physical resources needed:

Total students involved:

11. What is the project's budget?

Costs Item	Price
Total Budget Needed:	

12. What specific tasks and corresponding deadlines are required to complete the project?

Task	Deadline	Person Responsible

13. What steps will you take to ensure the long-term sustainability of your project?
