

# Project Planning Template

☐ New Project      ☐ Continuing Project

Project Title: \_\_\_\_\_

Dates of Project:                      Start: \_\_\_\_\_                      End: \_\_\_\_\_

## 1. Project Description/Overview of activities

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## 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)

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

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

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## 6. Potential project partners

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## 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?

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## 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?

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## 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?

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