

PROJECT PLANNING TEMPLATE

☐ New Project

☐ Continuing Project

Project Title: _____

Dates of Project: Start: _____ End: _____

1. Project Description/Overview of Activities

2. Needs Assessment of Purpose and Goals for Project (e.g. interviews, pre- and post-tests)

3. Which factors are relevant for your project?

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

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

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5. Which need is your project responding to/what is the need of your target audience?	
6. How are you going to empower your target audience?	
Consider the following questions: How will you apply an engaging and collaborative approach? Which valuable skills/knowledge will you transfer through your project? How will you build capacity of the audience? How will you incorporate solutions for long-term empowerment?	
7. List your potential project partners here:	
8. Resources:	
• People resources needed:	
Total students involved: _____	
Field Industry Experts: _____	
List other people resources here:	
• Physical materials and education resources needed:	
9. Budget:	
Expense Description	Price
Total budget needed:	

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10. How will you apply business and economic concepts and an entrepreneurial approach in carrying out your project?		
11. How are you going to measure the outcomes of your project?		
Quantitative Measurement Tools (Impact)	Qualitative Measurement Tools (Essence)	
12. What are the outputs and outcomes you would like to achieve?		
Outputs	Outcomes	
13. How will your project improve the overall quality of life and standard of living of your target audience?		
14. Specific tasks and corresponding deadlines required to complete the project:		
Task	Deadline	Person Responsible
15. What steps will you take to ensure the long term success of your project?		