



### Template for Project Planning

Aim of Project	
Key Objectives	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
Description of your project in 300 words or less	
<u>Who</u> will benefit?	
<u>How</u> will the project be of benefit ?	
What <u>difference</u> will it make?	
What evidence do you have to show the need for your project?	
Do you have the capacity to run/manage this project, or will you need additional support?	
Who will be involved ?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

<p>What's the budget?</p> <p>Capital costs</p> <p>Staff costs</p> <p>Operational/running costs</p>	
<p>Where will the funding come from?</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<p>Is this secured?</p>	
<p>Do you want the project to continue after this funding has ended?</p>	
<p>If YES, how will it be funded?</p>	
<p>How will you monitor progress?</p>	
<p>How will you know whether it is meeting its objectives?</p>	