



## Planning a Community Project – What to do?

### Why?

Even for small projects, using basic project management tools ensures the project has strong foundations and a clear plan for delivery.

### Starting out ...

Map out the proposed project covering:

- Purpose/Aims & Name
- Stakeholders (project and funding partners), Target Group (participants) & Target Number
- Activities, Location, Timelines & Responsibilities
- Outcomes & Outcome Measure

### Planning Tips

Project Proposal	Use the information collected in the mapping exercise to develop a project proposal. Why, What, When & How you will show it has been successful.
Promotional Plan	Identify promotional options to promote project delivery, engage participants and promote the project success. What, When & Where?
Budget	List all items of expenditure and get quotes. Include both expenditure and income (total expenditure should = total income). Include any in-kind contribution for example: volunteer time, donations by local business .
Investigate Funding Options	Search for funding options including grants, sponsorships, donations. Project delivery timelines will depend on funding success ie generating the income to pay for expenditure.
Action Plan	Develop an action plan for project delivery. Create a list of tasks required to deliver the project. Identify completion timelines for each task. Delegate each task i.e. who is responsible for each task. Nominate one person to manage the project budget.
Evaluation	Are you interested in the impact of the project? Do you want to know how to improve future project delivery? Use the project outcome measures to develop a means to evaluate the project.

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