Project planning tool

Project summary

Organisation name

Project duration

Project name

Project manager/lead

Project location

Is there a website or other social media related to the project?

Project start date

1. In the context of this project, what are the needs you are trying to address?

What are the assets and strengths that you are building on?

Project planning tool continued

2. What activities do you plan to carry out in this project?

3. What are the main changes you hope to see as a result of your project?

4. Who and approximately how many people will benefit (directly and indirectly) from your project?

Additional notes

Project planning tool continued

Outcomes	Indicators	Target	Data Collection Method	Data Collection Method
What are the main changes you hope to see as a result of your project?	What information do you need to determine whether you have met that objective?	What do you hope to achieve in your first year?	How will you collect this information?	How often will you collect and review this information?
Example: More young adults with learning disabilities will gain and sustain employment	*1a. # of young adults with learning disabilities employed in church café*	*20 people employed*	*Administrative spreadsheet*	*Kept up to date at all times, reviewed every quarter*
	1b. Length of their employment	*At least 50% of those employed for more than 6 months*	*Administrative spreadsheet*	*Kept up to date at all times, reviewed every quarter*