



Project Planning Tool

The first step in developing a project plan is to address the following seven questions. This will give you enough information to complete your project plan and assist with completing grant application forms.

What?

- What do you want to do?
- What are the problems / issues you are trying to solve/improve?
- What is the name of the project?

Why?

- Can you demonstrate how this project reflects a community need?
- Why is the project necessary?
- What will happen if the project does not proceed?
- Why external funding is required?
- Why should the grant maker support the project?

How?

- How are you going to fix the problem / address the issue / implement the program?
- How is the project going to work?
- How will you know if the project is successful?

Where?

- Where will the project be located or focused?

When?

- When will the project happen?
- What are the critical timelines? (events to be held on a particular day / solution needs to be implemented by)

Who?

- Who will be involved in the project?
- Which other community groups are involved in the project?
- Who in the community have you consulted about the project?
- Which tasks will be allocated to which groups/individuals?
- Who does the project target?

How Much?

- How much is the project going to cost?
- What are the major cost items?
- How much money should be allocated to each cost item in the budget?
- Is the in-kind contribution included?
- Has a range of potential funding sources been identified?

When will the Project happen?

Activity	Description	Cost (\$)	Start Date	Finish Date	Performance Measure

Who will be involved?

Who has been consulted?

How will you measure your success?