

# Project Planning Worksheet



a program of the Jane Goodall Institute

Once a specific project has been decided upon by the group using the Decision-Making Resources and/or the Exploring Your Community Worksheets, the project is ready to be planned. The task of planning a project can be extensive. Use this worksheet to help you keep track of important planning details. Work with your younger group members to find the answers and record the results for them. Have older students complete the questions independently or in small groups and share the answers at the end. Adapt the worksheet to meet the specific needs of your group.

## What?

What is the problem or issue that you and your group are addressing?

---

---

---

---

---

Who or what will your project benefit? Check as many as apply:

- People                       Animals                       Environment

What are your project goals? Think both long term and short term.

Long term

---

---

---

---

Short term:

---

---

---

---

What challenges might you encounter as you try to address this problem?

---

---

---

---

---

What resources exist that can help you address this problem? Is there a local organization already working on this issue? Do you know a parent, student, friend or community member with helpful connections or skills?

---

---

---

---

---

---

---

---

**How?**

How will you know if your project goals have been reached? Envision what your successful project would look like and describe it below? How will you measure your success?

---

---

---

---

---

---

---

---

---

---

---

Using your description above, what will you do to overcome the challenges or barriers to success for this project?

---

---

---

---

---



Use this location checklist to ensure the safety, appropriateness and availability of the project site.

- We have read the *Safety and Risk Assessment Fact Sheet*, in the Roots & Shoots online Resource Centre.
- According to the *Safety and Risk Assessment Fact Sheet*, our location is safe.
- We have permission to use the site from the property owner or local government.
- We have permission from our parents/guardians to use this project location.
- We have arranged transportation for group members to get to and from the site (if applicable).
- Other project participants will be able to get to and from the project site (if applicable).

## When?

What is your project timeline?

Project Start Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

First Project Schedule Meeting Date: \_\_\_\_\_

Create a timeline for the project showing target completion dates for the various stages of the project. You can find a sample timeline in the Timeline-Making Resource in the Roots & Shoots Online Resource Centre.

Check one or more of the following:

- Everyone has a copy of the timeline.
- A master copy of the timeline is posted on your group's website.
- A copy of the timeline is posted in your group's meeting space.

You should also have a working copy of the project timeline to use at meetings.

- Check here if a master copy of the timeline is available for your group to use at meetings.

## Who?

Who in your group will be responsible for the various project tasks? Use this chart to divide the jobs among your group members or create your own chart to fit your specific needs.

Job title and description	Name of group member(s) filling the role
Project Coordinator <i>coordinates all project logistics</i>	
Fundraising Coordinator <i>coordinates fundraising to cover costs of project</i>	
Treasurer <i>manages project budget</i>	
Materials Coordinator You can have one overall Materials Coordinator or you can divide among several group members	
a. Supplies Coordinator	
b. Transportation Coordinator	
c. Food Coordinator	
d. Other _____	
Media Coordinator <i>alerts media about project</i>	
Project Spokesperson <i>represents project to public</i>	
Project Photographer <i>captures project images and/or video</i>	
Other: _____	
Other: _____	

## Post-project planning

One of the most important parts of planning a project is to remember to plan for all aspects of the project. The reflection and celebration of your project are just as important in the planning process as a project budget and timeline.

## Reflection

Reflecting either individually or in a group will stimulate your group members to process the results of the project. The group members will learn and be affected much more by a project if given the opportunity to reflect upon their experiences.

Date of reflection: \_\_\_\_\_

Location of reflection: \_\_\_\_\_

What reflection method will your group use to discuss the results of the project? (e.g. journaling, group discussion, etc.)

\_\_\_\_\_

\_\_\_\_\_

Remember to have a group member submit a Project Report to the Project Database on the Roots & Shoots website.

## Celebration

A small celebration to thank everyone for his/her efforts in helping to plan the project and to show appreciation to the individuals or organizations that partnered with your group to facilitate the project is an important component to post-project planning. A celebration will motivate your group to plan the next project.

Date of celebration: \_\_\_\_\_

Location of celebration: \_\_\_\_\_

What materials do you need for the celebration?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Using this Project Planning worksheet you will be well on your way to a planning a great project with the help of your Roots & Shoots group.