



This is a project planning template. You do not have to follow this exactly, but you do need to include the elements below in your project's proposal.

Project Name:

1. Project Summary. *A high-level explanation of your community project's purpose and goals.*
 - a. Project description and background information. This is your "why?" Why did you choose this project? Why does it matter to you?
 - b. Project Impact. Why is this project important to the community?
 - c. Project objective(s) and goals. How will you know you are successful?

2. Project Scope. *A detailed look at your project's tasks, budget, and intended impact.*
 - a. People
 - i. Who is involved?
 - ii. Who/What benefits?
 - iii. Are there potential partnerships in the community? Donations, contributions of time, money, or equipment/supplies?
 - b. Activities & Tasks
 - i. What are the activities of the project?
 - ii. Where will the project be located/take place?
 - iii. What supplies are needed & where/how will you obtain them?
 - iv. How will you promote your event? (social media/advertising/flyers/etc.)
 - c. Budget—simple list of how the \$500 (and other funds obtained) will be utilized.

3. Timeline. Create a potential timeline for the project. *A timeline is a chronological overview of your project's deliverables and tasks.*
 - a. When is the event/deadline/end of project?
 - b. List of tasks