

## Project Planning - How will you bring about change?

<b>What are we going to do?</b>	Specific details of the activities – When? Where? What? E.g. “Our project will be based in the local primary school (and local community centre when completed in 2010) and run two-hour sessions after school, three days per week. These sessions will cover music, drama, arts and crafts, literacy and IT work.”
<b>Why are we going to do it?</b>	See ‘Evidence of Need’ Factsheet.
<b>Who is going to do it?</b>	E.g. “We will employ an experienced youth worker and recruit upto 10 parent volunteers.”
<b>Who will benefit</b>	Target numbers and specific users. E.g “75 primary school children aged 8 to 12 will attend.”
<b>How much time will it take?</b>	E.g. “The project will run for 3 years starting in June 2011”
<b>How much will it cost?</b>	See ‘Project Budgeting’ Factsheet
<b>What benefits will we see? (project outcomes)</b>	The outcomes of the project need to relate directly back to the need you have identified. See ‘Monitoring and Evaluation’ Factsheet for more information on Outcomes
<b>Who takes responsibility for making sure that it happens?</b>	How is your organisation managed? Do you have the skills and experience to make this happen?
<b>What risks are involved, and how will we mitigate them?</b>	