

A7. Project basics

Module 4.2 - Project planning basics

A project plan should be developed by an individual or team planning a community program. This would normally be used to outline what needs to happen, when, and by whom.

Project description

Write the description of the project so everyone is clear on what is happening, where it is happening, who is involved, and what the aim of the project is. Include any other important information.

Project name:

Project description:

Location:

Identify a venue that is accessible, inclusive, and practical for your audience

Venue(s) considered and why they are suitable:

Project team

Include details of those involved in the project so everyone knows who is involved and can contact people on the day if needed.

| Name | Role | Contact |
|-----------------|--------------|----------------|
| E.g. John Smith | Project lead | 04 444 444 444 |
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