

Grant Champion Project Planning Worksheet

In one to two sentences, describe your project idea: What will you do? Where? With whom? And Most Important, Why?

What broad issue does your project address? Strategic Initiative?

Describe the specific need or issue. What is the current situation? Why is it significant?

What specific changes do you expect to make as a result of this project? What will be different? How will you know it is successful?

What are the major steps you will need to take to make these changes happen?

What resources will you need to accomplish these steps? (People, equipment, materials, supplies, trainings, etc.)

Approximate total cost of project:

Who else has a vested interest in working with you as partners on this problem or opportunity?

What information, data, tools, etc. will you use to determine if your project is successful?