

Preparing a Project Plan

What is a Project Plan?

This is a document which explains:

- ★ why a project is needed
- ★ how a project will work
- ★ how a project will be managed
- ★ who it will help and in what way
- ★ how you will measure the work and the effects it has
- ★ what the project will cost and how you will find the funds
- ★ why your organisation should do the project

Why do you need one?

- ★ it helps you think about the work you want to do in a logical way
- ★ it helps you plan ahead properly
- ★ it helps you to answer funders' questions

What should it include?

- ★ a one page summary - it is easier to complete this at the end
- ★ your organisation's aims and objectives
- ★ a description of the project to be delivered
- ★ evidence of the need for the project - include well researched facts and figures
- ★ what the project hopes to achieve in the long-term
- ★ a work plan for the first year
- ★ details of how you are going to monitor and evaluate the work
- ★ a project management structure
- ★ a budget
- ★ a fundraising plan with important dates
- ★ a summary of your organisation's past experience
- ★ staffing requirements - including job descriptions
- ★ a risk assessment
- ★ what will happen at the end of the project. If it is likely to continue, say how you plan to ensure this happens - who might fund it or will it fund itself?