



## PLANNING TEMPLATES

Here are some sheets that you can copy and use to keep records of your plans and achievements. It is useful to keep records like this because you will have a clear idea of what you have achieved.

You can see what went well and how long it took and this will help you plan your next activity or project.

Here is a list of the planning sheets:

- Sheet 1 – getting started
- Sheet 2 – getting information and support
- Sheet 3 – completing the project

If you need more space to write things you can always staple on an extra blank sheet or copy two of the same sheet or enlarge the sheets onto A3 paper.

Project Plan: Sheet 1 - Getting Started

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<b>Name of the project is:</b>			
<b>Action:</b>	<b>Notes and what we agreed:</b>	<b>Completed:</b>	<b>How it went:</b>
<b>Names of group members</b>			
<b>Dates of meetings</b>			
<b>What is this project about?</b>			
<b>Who does this issue affect?</b>			
<b>What is our main goal and why is it important?</b>			

Project Plan: Sheet 2 - Getting information and support

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Action:	Notes and what we agreed:		Completed:	How it went:
<b>What information and help do we need?</b>	What do we already know?			
	What do we need to find out?			
	What money and equipment do we need			
<b>How will we get the information and help we need?</b>				
<b>Who can we involve?</b>				

Project Plan: Sheet 3 - Completing the project

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Action	Notes and what we agreed				Completed	How it went
<b>What needs to happen?</b>						
<b>How will we get it done?</b>	<b>Action</b>	<b>What</b>	<b>Who</b>	<b>When</b>		
	Action point					
	Action point					
	Action point					
	Action point					
	Action point					
<b>How will we know when the project is finished</b>	Evidence					
	Evidence					
	Evidence					
	Evidence					
<b>How will we celebrate?</b>						