**PROJECT PLANNING SHEET #1:**

|  |  |  |
| --- | --- | --- |
| **1** | **Describe your project** | **Try writing this in one sentence that answers: What, when, where, with whom, and how…**  ***We propose to ………………………*** |
| **2** | **Needs your project addresses** | ***The current situation is …***  ***Our project will do X to address this issue.*** |
| **3** | **What will the outcomes be?** | ***We will achieve/ produce/ prove/ …(be specific and reasonable)***  What is the Intellectual merit?  What are the broader impacts?  What products will result? |
| **4** | **What steps will be needed to achieve these outcomes?** | **1.**  **2.**  **3.** |
| **5** | **What resources (people , equipment, materials, travel) will you need** |  |
|  | **What assessment strategies will you use? (formal / informal?)** |  |
| **6** | **Estimated Total Cost: \_\_\_\_\_\_\_** | **Begin thinking about a budget narrative / justification** |

**PROJECT PLANNING SHEET #2:**

|  |  |
| --- | --- |
| **Title:** |  |
| **Description:** |  |
| **Purpose:** |  |
| **Objectives:** |  |
| **Target Audience:** |  |
| **Dates:** |  |
| **Location:** |  |
| **Format:** |  |
| **Budget:** |  |
| **Partners/other units organizations to work with:** |  |
| **Funding:** |  |
| **Marketing / Publicity:** |  |
| **Evaluation /Assessment** |  |