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| **Plan a language project** |

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| Date |  |
| Name/s of project planner |  |
| What is the goal of the project? |  |
| What are the objectives or activities you will do to reach that goal? |  |
| What is the planned outcome or product of this project? |  |
| What languages will be used in this project?  Will the product be monolingual or bilingual? |  |
| Who are the target users or audience for this project?   * Speaker level: can they speak the language already? * Strong? * Pretty well? * A bit? * Age: * Adults? Teenagers? Children? |  |
| Where will this project be carried out? E.g.   * at home? * in the community? * at a language centre or other work place? * on a bush trip? * another place? |  |
| Project team | |
| Who is in the team for this project? |  |
| What job will each person in the team do? |  |
| Will language speakers be part of this project team? |  |
| If so, who? |  |
| Are all the members of the team allowed to work together?   * men and women? * different ages * avoidance relationships? |  |
| Do the team members live in the same community or town?  If not, how will we all get together? |  |
| Equipment and resources | |
| What equipment or resources do we need? |  |
| Do we have all the equipment already or do we need to borrow or buy it? |  |
| Skills | |
| Do we have the right skills or do we need other team members or more practise or training? |  |
| If we need more practise or training, who can we ask to help? |  |
| Protocols | |
| Do we have to ask permission to do this project? Who from? For example:   * community members * council * speakers * archive * employer/boss |  |
| Preparation What else do we need to organise? | |
| time?  place?  vehicle?  food?  what else? |  |
| **Other notes** Use this space to write notes about how you organised this project | |