Project Planning Toolkit

When using this toolkit, the best approach is to complete as much as you can first.
Then come back to fill out missing sections as you work through them.

Describe your organization?
Write your answer here

What makes your organization unique?
Write your answer here

Who do you serve?
Write your answer here

What do you want to get funded?
Write your answer here

What problem are you solving with this project?
Write your answer here

Who will you collaborate with?
Write your answer here

Provide a 1 page plan on how you plan to implement your project or program?
// It is okay to bullet point your implementation plan. Describe in as much detail you can, the steps to implementing your project or program.//
Write your answer here

How can it be measured?
Write your answer here

Who is on your team?

Main Point of Contact	Add name here
Project Manager	Add name here
Grant Administration	Add name here
Team Members	Add names here
Project Partners	Add names here
Technical Support, Contractors, or Consultants	Add names here
Stakeholder Liaisons	Add names here

Who are your stakeholders?

Write your answer here

Where will your project be located?

Write your answer here

How can you demonstrate program sustainability?

Write your answer here

What will your project cost?

Write your answer here

Other Notes:

Write your answer here