Project Planning - How will you bring about change?

What are we going to do?	Specific details of the activities – When? Where? What? E.g. "Our project will be based in the local primary school (and local community centre when completed in 2010) and run two-hour sessions after school, three days per week. These sessions will cover music, drama, arts and crafts, literacy and IT work."
Why are we going to do it?	See 'Evidence of Need' Factsheet.
Who is going to do it?	E.g. "We will employ an experienced youth worker and recruit upto 10 parent volunteers."
Who will benefit	Target numbers and specific users. E.g "75 primary school children aged 8 to 12 will attend."
How much time will it take?	E.g. "The project will run for 3 years starting in June 2011"
How much will it cost?	See 'Project Budgeting' Factsheet
What benefits will we see? (project outcomes)	The outcomes of the project need to relate directly back to the need you have identified. See 'Monitoring and Evaluation' Factsheet for more information on Outcomes
Who takes responsibility for making sure that it happens?	How is your organisation managed? Do you have the skills and experience to make this happen?
What risks are involved, and how will we mitigate them?	