

What is a project plan?

A project plan is a document prepared to show funders and partners the facts of how your project and how it will work.

Why do you need a project plan?

It will:

- Help you to think through every aspect of your project in a logical way
- Show everyone interested in your project that you have planned your project properly
- Prepare you to answer any questions posed by funders, either in application forms or in interviews

What details should the plan include?

It should include:

- A one page summary of the project
- Details of the aims and objectives of your organisation
- A description of the project you plan to deliver
- Evidence that the project is needed and the research work you have done to prove this
- The outcomes your project will have on your clients/community etc
- A workplan for the project
- How you plan to monitor and evaluate the work of the project
- How the project fits with your organisation and how it will be managed
- Brief details of past projects run by your organisation
- Staffing requirements for the project
- An itemised project budget
- The funding plan for the project with any key dates highlighted
- Details of what will happen when the funding ends – will the project end?
- If you plan to continue the project, how will it be funded?

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