

PROJECT PROFILE/PLANNING WORKSHEET

<p>IN ONE SENTENCE describe your project idea: What will you do? Where? With whom? And MOST IMPORTANT: why?</p>	
<p>What broad categories of issues or opportunities does your project address? (Use key-word phrases; for instance, "Adult literacy"; "Juvenile crime prevention"; etc.)</p>	<hr/> <hr/> <hr/>
<p>Describe the specific need or issue in your community that your project will address. What does it look like right now? Why is it significant?</p>	<p>In our community, the current situation is this:</p>
<p>What specific changes do you expect to make in your community or among your clients as a result of this project? What will be different? What are your "success indicators"?</p>	<p>The three to five key success indicators for our project or effort are:</p>
<p>What are the major steps you will need to take to make these changes happen?</p>	
<p>What resources will you need to accomplish these steps? (People, equipment, training, materials, supplies, services, etc.)</p>	
<p>Approximate total cost:</p>	<p>\$ _____</p>
<p>Who else has a vested interest in working with you as partners on this problem or opportunity?</p>	
<p>What information, tools, data, etc. will you use to decide whether your project succeeded?</p>	
<p>Prepared by: _____</p>	<p>Phone: _____</p>
<p>Date: _____</p>	