



Project Worksheet

Project Title: _____

What issue are you hoping to address with your project?

What activities will be involved?

When and where will this take place and how long will it last?

What would success look like to me?

What all do I know about this issue and the project? What else do I need to know?



Where will I get more information?

What partnerships might be helpful?

Who will help me lead or run this project?

What other events or priorities will this project compete with?

How much will this cost? (See back side)

What do I need to communicate to others about this project?

What is your timeline for Planning? (see back side)

How is this different from similar projects?

What are the steps required to make this happen in my congregation? (see back side)

Basic Budget

Cost	Item	Purpose
\$50	sidewalk chalk	Drawing murals
\$100	Snacks	For volunteers
\$150	Honorarium	Guest Speaker

Timeline

Design	Plan	Lead	Clean-Up	Evaluate
<i>Set budget</i>	<i>volunteer list</i>	<i>Set-up</i>	<i>Volunteers</i>	What happened?
<i>Get funding</i>	<i>donations needed</i>	<i>Welcome</i>	<i>Time limits</i>	How did it go?
<i>Outline goals</i>	<i>schedule / reserve</i>	<i>Supplies</i>	<i>supplies</i>	What do people say?
<i>Identify partners</i>	<i>communicate</i>	<i>Speakers</i>	<i>Thank-yous</i>	Meet expectations?

Church Planning Process (Check your Bylaws or as someone in leadership if you need help):

Whose permission or support do I need to make this happen?

Who or what group will ultimately make decisions required for this project to happen?

Who do I need to meet with first to make that happen?

What do I need to ask of that person and what questions will they have for me?

What would the next step after that meeting be?

Who else do I need to be talking to?

Who might have concerns about this and how I can I be prepared to address them?

How soon do we need to share information and in what ways?