**[Project Title] Project Plan**

**Overview**

* Intro text that showcases the problem that this project will alleviate
* Simple introduction – who (including all partners), what, where, when, how
* The project will see the following outcomes:
* The long term outcomes will be…

**Objectives**

* Clear & targeted objectives

**Project Outcomes**

The project will provide the following outcomes:

* List of outcomes for the applicant, participants and community

**Partners**

More information and links to partners

**Engagement**

How do you know the project is needed? What evidence do you have?

**Timeline**

List of tasks, how they fit with the overall plan and the anticipated completion date

**Marketing Plan**

What marketing strategies will you use? What are your target markets?

**Evaluation Plan**

How will you show that you have achieved success? Eg survey participants, number of sales, placements in shops, etc

**Budget**

Always use excel template