

Worksheet 4 – Working up your project

Name of your project	
A brief description of your project (How would you summarise it in one sentence?)	
The goal of your project (What main result do you want to achieve?)	
Why you are doing it (What's the opportunity or problem you're responding to?)	
How you'll measure the success of your project (How will you know you've achieved what you wanted to?)	
How you'll make sure the project doesn't fail (What risks to success do you face and how will you prevent or manage them?)	
What tasks you'll need to do (What are the main steps you'll need to take to reach your goal?)	
Budget (What will all the costs of the project be – including the funds you're seeking a grant for?)	

This tool was originally developed by Lea McInerney of Clear Steps Consulting and is used with permission.