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.*