

Resource Sheet 17 (day three, sessions 11 and 12, activity 2)

Project Action Plan

Project title

Summary description

Rationale for the project (Why is it important?)

Desired outcomes (By the end of the project,)

Objectives (SMART – specific, measurable, attainable, relevant, time-bound)

Risks (What could stop the project being completed successfully?)

Stakeholders (Who will be involved, and what will their roles be?)

Resources (What resources are required and can we obtain them?)

Evaluation and reporting (How will we know whether the project is successful? How can we prove that the project has been successful? Who will we tell about it? How?)