### 20% Project Planning Sheet

Name

Topic:

Title:

Motivation: What is the inspiration for this project? Why did you choose this project? Why is it important to you?

Goal’s Topic Overview: This section is like a mini-research paper. What is the background of your topic? Use research and statistics from online websites to Do not include anything about your project. For example: If you’ve decided to learn how to do something, why haven’t your tried before or what has filled your life instead?

Opportunity and Issue Analysis: Hopefully you’ve thought about something for which you have a need. What is the need- what is the gap you are filling in your life/school/community? Where is the niche your project will fill? How can you improve the topic/area/situation/field?

Objective: What is your goal in one sentence?

Mentor: You must have a mentor for this project. Someone who knows the subject matter. You should approach this person and formally ask him/her to coach you.

Marketing Strategy: Will you advertise your project? How? Why? To whom?

What is your publicity strategy?

Action Plan: This is where you plan the details of the project.

* What will be done?
* When will it be done?
* Who will do it?
* How much will it cost?
* **How will you determine if you are making successful progress?**

Implementation: Monitoring the project and reflection on achievement and learning curve. Fill out this chart with every step you’ll have and the date you expect those steps to be completed by. You should have 4+ rows with steps under the heading below.

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| --- | --- | --- | --- |
| Task | Goal Date | Accomplished? | Notes |

Suggestions:

* Start thinking about how you want your pitch to look like and sound like- envision your project. Maybe even do a rough sketch.
* Will you use technology to pitch your project?
* If you are working with a team: what precautions will you take to make sure the project is complete by both members?

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| Date | Goal | Notes |
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