### **Project Planning Worksheet**

This project planning worksheet is a helpful tool you can use when planning any project; revisit and revise this document as your project progresses. Some of the categories may not be applicable to your project.

|  |  |
| --- | --- |
| Organization  | Name of Organization |
| City, State | City, State  |
| Your Name(s) | Names |
| Date Revised | Date |

**Section 1**

# Section 2

|  |  |
| --- | --- |
| Project Summary  | Text (1 sentence) |
| Project Description  | Text (1 paragraph) |
| Audiences | What audience(s) are you trying to reach? (Examples: participants’ age-range, descriptions, demographics, locations. ) How do you intend to reach public participants?* Text
 |
| Community Partners  | List your community partner(s) and describe how you will collaborate with them. Resource: [NISE Network Collaboration Guide](https://www.nisenet.org/collaboration-guide)* Text
 |
| Experts and Advisors | Describe how you will recruit and work with experts and advisors. Resourc[e: NISE Network Working with STEM Experts guide](https://www.nisenet.org/working-with-experts) * Text
 |
| Project Goals | * Text
* Text
 |
| Measurable Changes / Outcomes | What does success look like for participants and your organization? What measurable change do you want to see? * Text
* Text
 |
| Relevant and Inclusive | How do you plan to make your project relevant and inclusive to your local audiences?* Text
* Text
 |
| Challenges & Risks | Are there any challenges or risks you anticipate? * Text
* Text
 |

# Section 3 - Peer Comments

Add any questions, advice or support you are looking for and seek advice from your colleagues and community partners.

|  |  |
| --- | --- |
| Advice or Help I Need | What support, help, or advice are you looking for? Feel free to be specific about aspects of your project. * Text
* Text
 |
| Comments from colleagues or community partners | Please add comments/advice here:* Your Name: Comments
* Your Name: Comments
* Your Name: Comments
* Your Name: Comments
* Your Name: Comments
* Your Name: Comments
* Your Name: Comments
 |

# Section 4

|  |  |
| --- | --- |
| Existing Resources | What resources do you and your partners already have?* Text
* Text
 |
| Resources Needed | What additional resources do you need to complete your project?* Text
* Text
 |
| Timeline | Reminder timeline for the project: Your project implementation can extend beyond April 2022 as long as you make meaningful progress within the project planning timeframe.**Start:** Date **Completion:** Date (note if ongoing) |
| Milestones | Key events and deliverable dates* Text
* Text
 |
| Tasks | * Text
* Text
 |
| Gantt Chart | Resource: If you want to create your own Gantt Chart showing tasks and timeline, this helpful [YouTube video](https://www.youtube.com/watch?v=-crraoSMxc0) shows how to create and customize a [Gantt Chart Template](https://goo.gl/yoaAMW)in Google Sheets.* Add a link to your own Gantt chart if you choose to create one
 |
| Process & Approvals  | Add notes about internal or external approval processes or decision gates.* Text
 |
| Dependencies  | Add notes about any key dependencies (such as need for in-person interactions for a planned project especially given COVID-19 safety precautions) * Text
 |
| Internal Contacts | List internal team members that you will need to work with to make your project successful; make note of roles such as staff from your finance, program, exhibits, and marketing teams. * Text
* Text
 |
| External Contacts | Are there external contacts you will need to work with to make your project successful? Such as school or government officials?* Text
 |
| Evaluation Plans  | How do you plan to measure success? NISE Network resources: [Evaluation and Team-Based Inquiry tools](https://www.nisenet.org/evaluation/evaluation-tools) * Text
 |
| Budget Notes | Reminder: Each organization will receive $2,000 in funding to participate in the program’s professional development activities and develop a project. Are there additional budget funds needed to implement or sustain your project? * Text
 |
| Sustaining Project Work | How do you plan to continue this project in the future? What will happen after April 2022?* Text
 |
| Out of Scope | It is often helpful to acknowledge decisions and circumstances beyond the scope of your project.* Text
 |
| Safety Notes | List key safety measures or concerns to mitigate.* Text
 |
| Documents and Links | Add links or notes about where more documentation for your project is stored.* Text
 |
| Other | You might find it helpful to modify this form by adding constraints, assumptions, and more details on deliverables.* Text
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