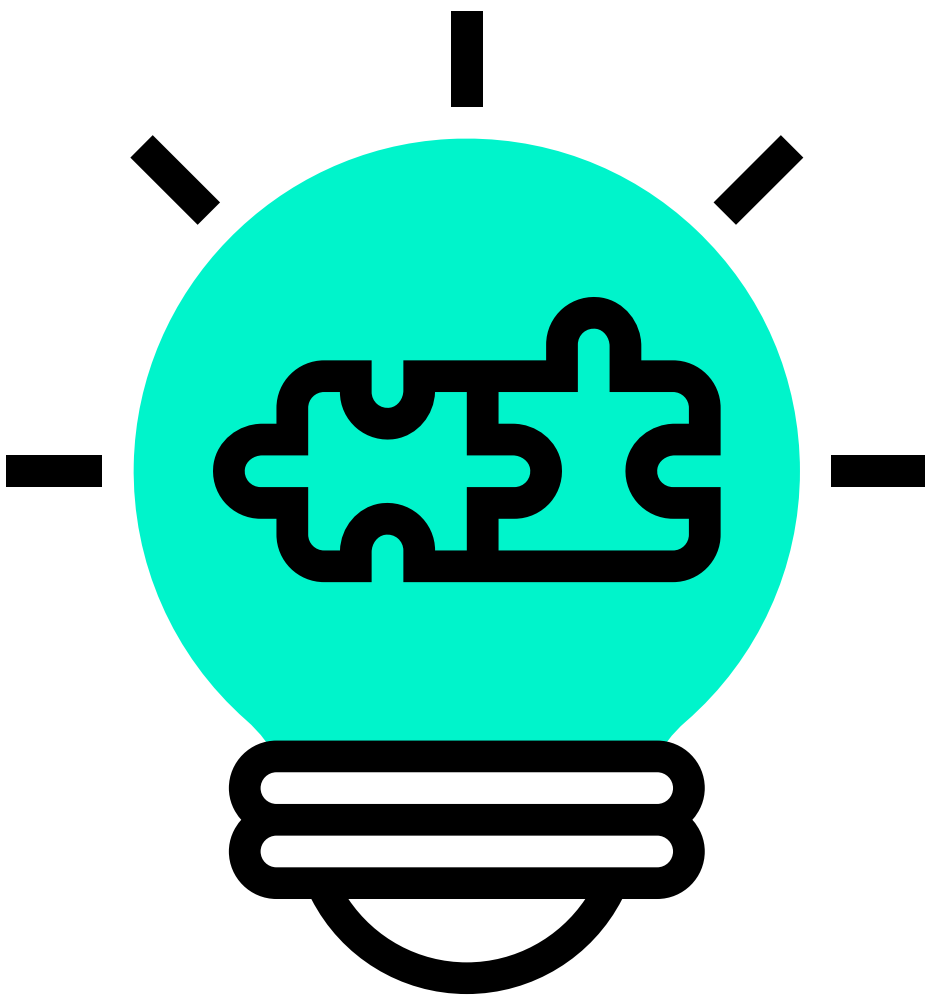

PROJECT WRITING WORKSHEETS



PROJECT WRITING

WORKSHEETS

THE GOAL OF THESE WORKSHEETS IS TO OFFER YOU **SIX STEPS** AND **A FEW QUESTIONS** THAT YOU MIGHT FIND USEFUL IN THE PROCESS OF WORKING ON YOUR PROJECT IDEAS/DEVELOPING YOUR PROJECT.

FEEL FREE TO GIVE FEEDBACK. AND IF YOU WOULD LIKE TO TALK MORE YOU CAN BOOK 30 MINUTES FREE CONSULTATION.

MY PROJECT:

BEFORE YOU WILL GO THROUGH THE QUESTIONS TAKE YOUR TIME AND DESCRIBE YOUR PROJECT IDEA, YOUR PROJECT IN A FEW LINES. IF YOU PREFER VISUALIZATION TRY TO VISUALIZE YOUR PROJECT. YOU CAN DRAW. MAKE COLLAGE.

PROJECT WRITING

WORKSHEETS: STEP 1

ANALYZE YOUR PROBLEM:

EVEN IF YOU THINK THAT YOU KNOW YOUR AREA, THE PROBLEM THAT YOU PLAN TO ADDRESS BY THE PROJECT PERFECTLY TAKE A STEP BACK AND ANALYSE IT.

YOU MIGHT ASK:

**IS THIS PROBLEM STILL RELEVANT?
WHO ELSE IS WORKING ON IT/IN THIS AREA?
WHAT ARE THE ROOTS OF THIS PROBLEM?
WHAT ARE ITS CONSEQUENCES?**

PROJECT WRITING

WORKSHEETS: STEP 2

ASK WHY? QUESTION ALL ASPECTS:

WHY DO YOU WANT TO CREATE THIS PROJECT?

WHY DO YOU WORK ON THIS PROBLEM AND NOT ANOTHER ONE?

WHY IS IT IMPORTANT TO YOU, YOUR TEAM, ORGANIZATION, COMMUNITY?

WHY TO WORK WITH THIS TARGET GROUP, WITH THESE PARTNERS?

NOTE:

CHALLENGE YOURSELF: ASKING WHY ONCE MIGHT NOT BE EVEN. CHECK OUT 5 WHY METHOD AND TRY IT.

PROJECT WRITING

WORKSHEETS: STEP 3

UNDERSTAND THE CHANGE YOU WANT TO MAKE:

THIS PROJECT WILL BRING THIS CHANGE...
AFTER ONE YEAR THIS CHANGE WILL LOOK LIKE...
AFTER FIVE YEARS THIS CHANGE WILL TURN TO..

FOR ME THE PROJECT WILL BRING THIS CHANGE...
FOR THE TARGET GROUP(S) THE CHANGE WILL BE...
FOR MY TEAM, ORGANIZATION, PARTNERS THE CHANGE WILL BE...
THE COMMUNITY WILL EXPERIENCE THIS CHANGE...

PROJECT WRITING

WORKSHEETS: STEP 4

AND NOW LET'S FOCUS ON QUESTION HOW?:

HOW WILL THE PROJECT BE IMPLEMENTED?

TRY TO BE PRECISE WHEN IT COMES TO TIMEFRAME, METHODOLOGY, ACTIVITIES.

HOW WILL YOU REACH YOUR TARGET GROUP?

HOW YOU WILL INCLUDE YOUR COMMUNITY? YOUR PARTNERS?

HOW YOU WILL COMMUNICATE WITH THE MEDIA?

HOW WILL YOU MAKE SURE THAT YOU STICK TO YOUR PLAN? REACH YOUR GOALS?

HOW WILL YOU ADDRESS MONITORING AND EVALUATION ISSUES?

PROJECT WRITING

WORKSHEETS: STEP 5

WITH WHOM YOU WILL WORK, BE IN CONTACT:

**WITH WHOM YOU WILL WORK ON DAILY BASES?
WHO WILL BE IN YOUR TEAM?**

**WITH WHOM YOU WILL NEED TO WORK BECAUSE YOU NEED SPECIFIC EXPERTISE?
PERMISSION?**

**WITH WHOM YOU CAN MEET TO DISCUSS YOUR CHALLENGES, DOUBTS, REFLECT ON THE
PROCESS?**

PROJECT WRITING

WORKSHEETS: STEP 6

AND NOW YOUR PROJECT SHOPPING LIST. WHAT EVERYTHING YOU NEED?

HUMAN RESOURCES

FINANCIAL RESOURCES

OTHER RESOURCES

HOW YOU PLAN TO GET THESE RESOURCES?

TO APPLY FOR GRANT

TO FUNDRAISE

TO USE CROWDFUNDING

**OTHER
POSSIBILITIES?**



PROJECT WRITING

AND NOW GO BACK TO YOUR INITIAL DESCRIPTION, DRAWING OR COLLAGE AND TAKE A MOMENT TO REFLECT.

