

Session 3A: Planning Structure

Use this sheet to start planning your project and setting goals for your team.

Describe the project	The project: Who we will work with: List those who will benefit:
Naming the project	
Action plan (What are the key tasks?)	
Timeline (When do key tasks need to happen?)	



Role allocation (Who will do what?)	
Marketing strategy (How will we make people aware?)	
Identifying resources (What do we need?)	
Review methods of communication (How will the team communicate to one another?)	
Monitoring effectiveness (How will we know we are doing well?)	

