

Inductive PROJECT PLANNING WORKSHEET

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Who is doing
the work?
Applicant?
Partners?
Both?



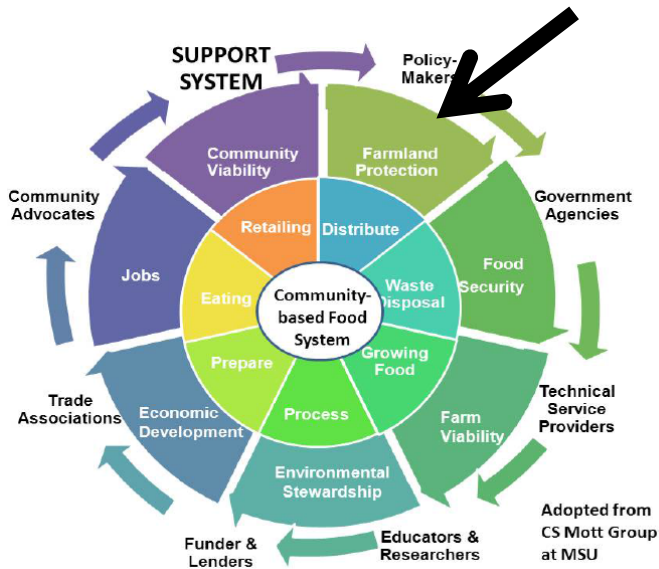
1. What three to five substantial activities do you want to accomplish?

These are your OBJECTIVES

By when? What is
your TIMELINE?

2. What is the point/purpose of these three to five activities? Why does this matter?

This is your GOAL.



- TIPS to consider**
- Frame your goal as contributing to one or more of the second circle from the outside. (e.g. farmland protection, food security, etc.)
 - Are you starting something new? If not, are you expanding or improving something?
 - Include your specific target audience (e.g., beginning farmers with direct marketing experience, women with value added products)
 - Include a specific geographic reference or range (e.g. South Puget Sound, Central Washington State, East Tacoma)

3. Will your three to five substantial activities accomplish your goal? Is there a clear and logical relationship between the goal and objectives? If the answer is no or “not sure,” change your goal or change your objectives.

4. Why do you care about this project? What specific difference will it make to your world if it is or is not accomplished?

This is your NEED &
BACKGROUND

5. How did you decide to do this project? Why is it important to you? Why now?

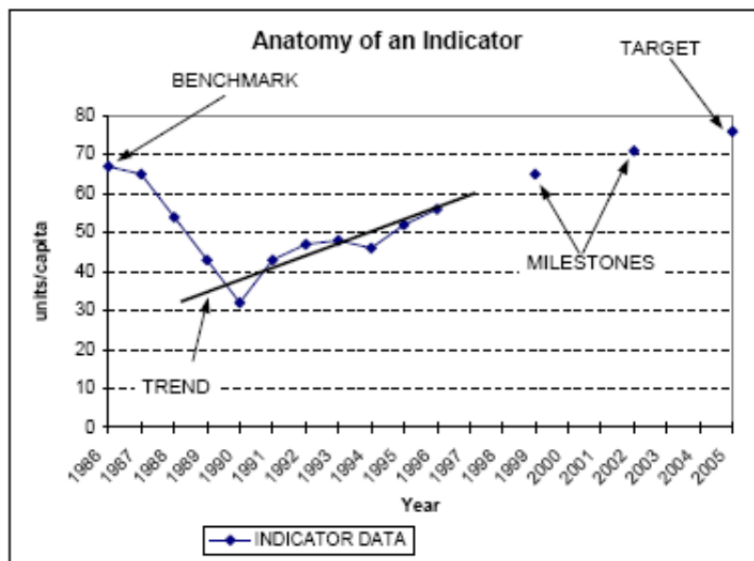
This is also your NEED &
BACKGROUND

6. How will you accomplish your 3 to 5 substantial activities/objectives?

Activity	When will it happen?	Who is responsible?	What resources do you need?
Objective 1.			
Step 1	Month(s) Year	Position/Org	Budget category (\$)

7. Does your budget logically flow from your work plan? Are all of your expenses reasonable and “eligible” (check the grant announcement)?

8. How will you know if this project is a success? What do you want to track, monitor or collect information about? Does this info flow logically from your goal and objectives? Do you have any baseline data? (If you don't, change your metric, say you don't and how you will collect it at the beginning of the project.)



9. Who will your project help? Directly and indirectly? If you have real people or orgs, be sure to ask them for letters of support and/or mention this in your project.

What are you measuring?	What do you want to accomplish?	How will you collect this information?	Who will this involve/help?
indicator	target/impact	evaluation tool	beneficiary

10. How will you tell people about this project and share the lessons learned? (when and who is responsible)