



Enterprising

Enterprising team project plan

Project Plan

(Fill in only the parts that suit your project.)

Date:

Supervisor:

Name of project:

Write 3-5 sentences to tell what your project is about. *(What will you do? Where will you do it? Who with? When? Why are you doing it?)*

Write 1 sentence telling how you will know when the project is finished. *(What will this look like? Or what will be different at the end?)*

Project steps <i>(In order from the first step to the last)</i>	Details <i>(The exact things you need to do at each step.)</i>	Finished by: <i>(How long you plan to spend on each step. Write the finish dates for each step.)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7		

8.		
9.		
10.		
11.		
12.		
<p>Timing: <i>(What is the start date and end date for your project? Or, for how many weeks or months will it run?)</i></p>		
<p>Resources: <i>(What will we need?).</i></p>		<p>Cost \$</p>

Total	
<p>Funding: <i>(How are you going to pay for the project? Will you write a letter to seek sponsorship? Will you apply for a grant? Will you invite people to invest in your project? Will you ask for donations? Will you do some fund-raising activities? Will you make money through the project?)</i></p>	
<p>Marketing: <i>(Who are your customers or clients? How will you let these people know what you are doing? How will you encourage them to take part, use your service or buy your products?)</i></p>	

Profits: <i>(If you will make money from your project, where will the money go?)</i>	
Project Team Members:	Role/ Responsibilities In The Team: <i>(What they will do: Look after the \$\$? Make decisions? Keep records? Do marketing? Run meetings?)</i>

Evaluation: <i>(How well did the project work?)</i>	
Success indicators? <i>(How will you know if the project was a success? What are you hoping to see at the end?)</i>	
What went right?	
What would have made it better?	
How well did the team	

work together?	
What problems did you have?	
How did the team work to solve the problems?	
What did your customers/clients think?	
<p>Presentation: <i>(How will you share how your project went at the end? Will you write a report? Will you talk to people? Will you make and show a PowerPoint or Short-Film? Will you show and talk about photographs? Who will you share this with? Your school? Parents? People who have helped the project? Local business people? Local community members?)</i></p>	