

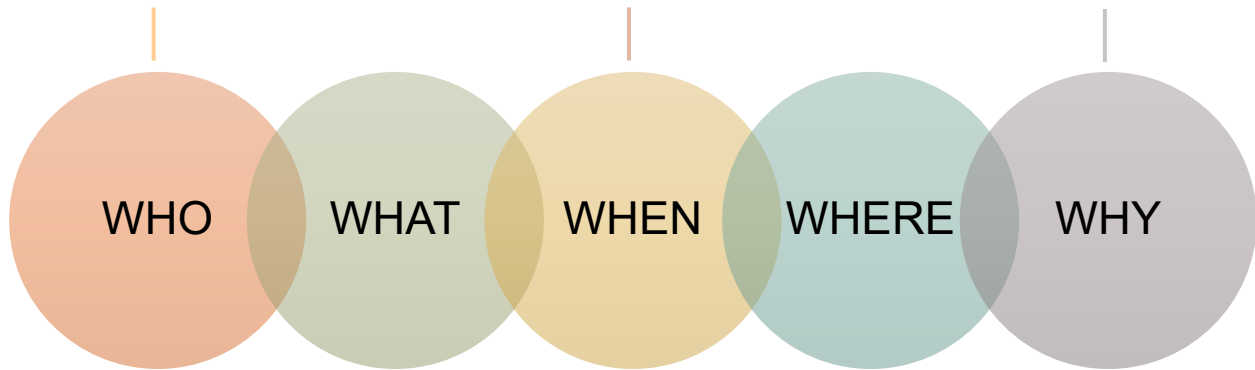
# Project Template

Use this worksheet to develop and define your core project idea. Answer the following questions to summarize your project idea in one page.

*Who are you, and who do you intend to serve?*

*When will the work be carried out?*

*Why are you doing this project?*



*What do you plan to do, and how will you accomplish this?*

*Where will you implement this project?*

## WHO

- Who are you as an organization? What is your mission? What are your values?

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- Who are you partnering with on this project, and why?

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- Who is your target population that will be served through this project?

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## WHY

- Describe the specific need or issue your project will address.

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- Describe broad social problems or community issues that your project will address.

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## WHERE

- Identify the specific community and location where you will implement the project.

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- Describe the social, geographic, cultural, political and economic context of the community, and identify any factors that could impact project implementation.

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## WHAT

- What specific changes do you intend to achieve through this project?

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- What will you do to make these changes happen?

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- What resources do you need to do this work? How much will it cost?

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- How will you know that you've been successful? What information, tools, and data will you use to evaluate your success?

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## WHEN

- Provide a basic timeline for carrying out the work.

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- Identify major milestones and time frames for completing key activities.

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