

Project Plan Template

SUBJECT		CLASS		YEAR	
THEME (If any)					
1. Title of the Project: <i>State the title of the project</i>					
2. Statement of Problem/Need: <i>Describe the reason for the project. What problem will it address? You may use facts, figures and quotes to support your statement (You may use additional sheets as needed)</i>					
3. Solution/Innovation: <i>Describe the solution you propose to address the problem identified above. What product will you develop?</i>					
4. Activities and Timeline: <i>Describe the activities you intend to do during the project with an estimated date/duration</i>					

5. Beneficiaries/target audience

Who will benefit from the project/product?

6. Stakeholders

Who else will you need in the project and why?

7. Risk analysis

What challenges do you expect to meet and how do you hope to overcome them?

8. Materials and Budget Plan

No	Material	Estimated Cost /Quantity	Notes : Why will this be needed, Availability etc.
1			
2			
3			
4			
5			
6			
	Total		

9. Team Members: *Identify the team members and their roles (if known)*

No	Name	Class/Stream	Role (if known)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

10. Date submitted

11. Team Leader

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