**ST. THOMAS GIRLS’ S.S. P.O. BOX 108 KABERAMAIDO**

**PROJECT PLANNING TEMPLET**

**Centre/CA No:** ……………..…Class: ………………**Year:**…………….**Term(s):** ……….........

**Learner’s Name:** …………………………………… **Learner’s ID:** ……………………………

**THEME:**…………………………………………………………………………………………….…………………………………………………………………………………………………

**TITLE:**…………………………………………………………………………………………….………………………………………………………………………………………………………

*(Related to the theme and is 7 – 25 words)*

**PURPOSE/ GOAL/ AIM:** To...…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

*(End product/service, Reflects title and theme, summary of major parts of a project, SMART for example to explain how students can use four strategies to improve project planning.)*

**OBJECTIVES (SHORT TERM GOALS IN THE PROJECT):**

1. To…………………………………………………………………………………………...
2. To…………………………………………………………………………………………...
3. To……………………………………………………………………………………….......
4. To…………………………………………………………………………………………...

………………………………………………………………………………………………………………………………………………………………………………………………

*(SMART, linked to the purpose, title and theme, for example, when you are to determine , you first need to find mass and the volume. When written in a SMART way these two become our objectives.)*

**JUSTIFICATION:**…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

*(Problem statement/ reason explained, positive impact of project. Relevant to the theme, title and purpose. Quote the references.)*

**LITERATURE REVIEW** *(Please quote references)*

**Background/ History of the project/ People who have done this before and their findings:**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Subject content on the project:**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**RESOURCES FOR THE PROJECT**

|  |  |  |
| --- | --- | --- |
| **S/No.** | **Resource** | **Use** |
|  |  |  |
|  |  |  |
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**ACTIVITIES/ PROCEDURE:** *(Please use future tense.)*

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**PROJECT BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/No.** | **Item/ Activity** | **Quantity** | **Unit cost** | **Total cost (shs.)** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| **Amount (shs)** | | | |  |

**WORK PLAN**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/No** | **Activity** | **Week or days** | | | | | | |
|  |  |  |  |  |  |  |
| 1. | Identification of a project |  |  |  |  |  |  |  |
| 2. | Developing a project title |  |  |  |  |  |  |  |
| 3. | Establishing the purpose of the project |  |  |  |  |  |  |  |
| 4. | Developing project objectives |  |  |  |  |  |  |  |
| 5. | Justifying the project |  |  |  |  |  |  |  |
| 6. | Identifying resource for the project |  |  |  |  |  |  |  |
| 7. | Developing project activities |  |  |  |  |  |  |  |

**RESPONSIBILITY ALLOCATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/No** | **Activity** | **Specific task** | **Responsible person** | **Resources** | **Place** | **Tick after completion** | **Date of completion** |
| 1. | Identification of a project | Identification of a problem |  |  |  |  |  |
|  |  | Reviewing literature |  |  |  |  |  |
|  |  | Consultations |  |  |  |  |  |
| 2. | Developing a project title |  |  |  |  |  |  |
| 3. | Establishing the purpose of the project |  |  |  |  |  |  |
| 4. | Developing project objectives |  |  |  |  |  |  |
| 5. | Justifying the project |  |  |  |  |  |  |
| 6. | Identifying resource for the project |  |  |  |  |  |  |
| 7. | Developing project activities |  |  |  |  |  |  |

**REFERENCES**

Book reference format: Author (Year), Title, Edition, Publisher, Country.

Websites: (Copy URL, for example, http://.............., https://.............., sciencebuddies.org.

Attach minutes of meetings, letters obtained, record audios and videos

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