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**1 Identifying the goal, objectives,** Background of the project

**results expected and target group** Defined goal and objectives

The societal vision of the organisation

Expected short-term and long-term results

Beneficiaries of the project

Problems solved by the project

**2 Content of the project** Theme and main issues to be covered

Methods chosen to realise the goal and objectives

Activities to be implemented

Further needs to continue the project

**3 Project location(s) and time schedule** Location of different activities

**of activities** Duration of the project

Starting and ending dates of the project

Schedule for individual activities

Summarised timeline of the project

**4 Resources** Human resources

Financial resources

Infrastructure

**5 Cost/income sources** Total budget of the project

Detailed budget by activities and cost types

Rate and form of own contribution

Potential funders and sources of income

**6 Description of the implementing** Description of the implementing organisation

**organisation and partners** Analysis of capacity and capability

Description of cooperative partners

Analysis of partners’ capacity and capability

**7 Project team and management** The project coordinator

Communication method of the project team

Communication strategy and practice with

the external environment

**8 Monitoring, evaluation and follow-up** Success criteria of the project

Methods and timing of monitoring and evaluation

Further plans and follow up

**Considerations for Each Planning Step**