Community Impact Project Planner

Project Overview

Project Title:

Create a clear, descriptive title that communicates the essence of your project.

Team Members:

Name - Role/Responsibilities

List all team members and their specific roles or areas of responsibility.

Problem Statement:

Clearly describe the specific community need or problem your project will address. Include relevant statistics or evidence if available.

Project Goal:

What does success look like? Describe the desired outcome of your project in specific, measurable terms.

Target Population/Beneficiaries:

Who will directly benefit from your project? How many people do you hope to reach or impact?

Project Scope:

Select scope ⌄

Select the time frame and scope that best describes your project.

Example: "Community Garden Accessibility Project" aims to convert an existing community garden to make it fully accessible for individuals with mobility limitations. The project will address the lack of accessible gardening spaces in our community, which prevents approximately 15% of our residents from participating in community gardening programs. Our goal is to create an inclusive gardening space with 10 raised accessible garden beds that will serve at least 20 individuals with mobility challenges by the end of the growing season. This is a short-term project that will be completed within 2 months.

Community Need Assessment

Evidence of Need:

Describe how you identified this need. Include any research, conversations with community members, surveys, or observations that support your assessment.

Existing Efforts:

What is already being done to address this need? Are there other organizations or individuals working on this issue? How will your project complement or enhance existing efforts?

Community Involvement:

How have you involved or consulted with the community that will benefit from this project? How will they participate in planning or implementation?

Tip: A strong community impact project addresses a genuine need identified through community input rather than imposing an outside solution. Consider how to meaningfully involve those who will benefit from your project in its design and implementation.

Project Implementation Plan

Key Activities:

List the main activities or components of your project. What specific actions will you take to achieve your goal?

Timeline

Activity/Task	Start Date	End Date	Person Responsible

Key Milestones:

Identify critical checkpoints that mark significant progress in your project.

Example Timeline for Community Garden Accessibility Project:

1. Community input gathering - May 1-15 - Raja & Tomas
2. Design finalization - May 15-20 - Kim
3. Materials procurement - May 21-30 - Devon
4. Volunteer recruitment - May 21-30 - Tomas
5. Site preparation - June 1-5 - Entire team
6. Construction of raised beds - June 6-15 - Entire team with volunteers
7. Pathway installation - June 16-20 - Raja & volunteers
8. Final touches and planting - June 21-25 - Kim & Devon
9. Grand opening event - June 30 - Entire team

Key Milestones: Design approval (May 20), Materials delivery (May 30), Raised beds complete (June 15), Project completion (June 25), Community celebration (June 30)

Resource Requirements

Supplies & Materials:

Item - Quantity - Estimated Cost - Source

List all physical items needed for your project, including quantities, estimated costs, and potential sources.

Services & Expertise:

Service/Expertise - Estimated Hours/Cost - Potential Source

List any professional services or specialized expertise needed for your project.

Volunteer Needs:

Role - Number Needed - Skills Required - Time Commitment

Describe the volunteer roles needed for your project, including the number of volunteers, required skills, and estimated time commitment.

Space & Facilities:

Describe any space or facility requirements for your project, including location, size, features needed, and potential sources.

Transportation Needs:

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Describe any transportation requirements for people, supplies, or equipment.

Funding Needs & Sources:

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Summarize total estimated costs and identify potential funding sources (grants, donations, in-kind contributions, etc.).

Tip: Be thorough in identifying all required resources. Consider creative ways to minimize costs through donations, borrowed equipment, or in-kind contributions. Think about both what is absolutely necessary and what would enhance the project if available.

Collaboration & Partnerships

Potential Collaborators/Partners:

Organization/Individual - Role - Contact Information - Status

List organizations or individuals you plan to collaborate with, including their role in the project, contact information, and current status of the partnership.

Partnership Outreach Strategy:

How will you approach potential partners? What benefits can you offer them? What specific assistance will you request?

Tip: Strong collaborations can significantly enhance your project's impact and sustainability. Look for partners whose missions align with your project goals, and be clear about expectations and benefits for all parties involved.

Impact Measurement

Success Metrics:

List specific, measurable indicators that will show whether your project has achieved its goals. Include both quantitative metrics (numbers) and qualitative metrics (stories, feedback).

Data Collection Methods:

How will you gather information to measure your success metrics? (Surveys, interviews, observation, counts, etc.)

Evaluation Plan:

When and how will you analyze the data collected? Who will be involved in evaluating the project's success?

Example Metrics for Community Garden Accessibility Project:

- **Quantitative:** Number of accessible beds created, number of individuals with mobility challenges using the garden, percentage increase in garden participation by people with disabilities, pounds of produce harvested from accessible beds
- **Qualitative:** Satisfaction surveys from users, testimonials about impact, observable changes in community connection for participants
- **Data Collection:** Registration forms, garden usage log, harvest records, pre/post surveys, mid-season check-in interviews, photos documenting progress

- **Evaluation:** Monthly team review of metrics, end-of-season comprehensive evaluation with community input, report to community garden board

Risk Assessment & Mitigation

Potential Risk/Challenge	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Mitigation Strategy
	Low	Low	
	Low	Low	
	Low	Low	
	Low	Low	

Tip: Identifying potential risks in advance allows you to develop strategies to prevent problems or respond effectively if they occur. Focus particular attention on high-likelihood, high-impact risks.

Sustainability Plan

Long-Term Vision:

How do you envision this project continuing or evolving beyond the initial implementation? What lasting impact do you hope to create?

Ongoing Maintenance Needs:

What ongoing resources, support, or activities will be needed to sustain the project? Who will be responsible?

Transition/Handoff Plan:

If your team will not be managing the project long-term, describe how you will transition responsibility to others.

Tip: Consider sustainability from the beginning of your planning process. Projects with clear plans for continuation or that create systems for lasting change generally have greater long-term impact than one-time events.

Communication Plan

Target Audiences:

Identify all groups you need to communicate with about your project (participants, partners, donors, community members, etc.).

Key Messages:

What are the most important points you want to communicate about your project?

Communication Channels:

How will you reach your target audiences? (Social media, email, flyers, presentations, local media, etc.)

Project Documentation:

How will you document your project? (Photos, videos, written reports, testimonials, etc.)

Project Pitch

Elevator Pitch (30-second summary):

Create a brief, compelling description of your project that covers the need, your solution, and the anticipated impact.

Key Points for Detailed Pitch:

List the main points you want to emphasize when presenting your project in more detail.

Visual Aids/Supporting Materials:

Describe any visual elements or materials you'll use to enhance your presentation (diagrams, photos, handouts, etc.).

Tip: A clear, compelling pitch is essential for recruiting partners, volunteers, and supporters. Focus on the why (the need and impact) as much as the what (the activities) of your project.

Reflection & Learning

Team Strengths & Assets:

What skills, experiences, connections, or resources does your team bring to this project?

Team Growth Areas:

What skills or knowledge might your team need to develop to implement this project effectively?

Learning Goals:

What do you and your team hope to learn through this project? How will you capture and share your learnings?