

# **CONTENTS**

## **PART A – THE PROJECT SUMMARY**

- 1. Introduction**
- 2. Scope**
- 3. Risks**

## **PART B – THE PROJECT PLAN**

- 1. Milestones**
- 2. Resources**

## **PART C – CONTACT DETAILS**

*[Title of your Project]*

## **PART A – THE PROJECT SUMMARY**

The Project Summary explains what you want to do and why you want to do it.

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### **1. INTRODUCTION**

In this section describe your Project and your Project's objectives.

#### **A. Summary**

*Give a short description of your project. Say what it is that you want to do.*

#### **B. Objectives**

*Why are you doing this project? What differences do you want to see at the end of it?*

## 2 SCOPE

In this section explain what is included and what is excluded in your Project.

### **A. Service to the Public**

*How will your project improve services to the public?*

### **B. The Need**

*Explain, using evidence, why is it necessary for your project to happen?*

### **C. Other Similar Projects**

*What, if any, other projects exist that are similar to yours? If your project is different, then explain what the differences are.*

### **D. Who will Benefit?**

*Who will benefit from the outcomes of your Project? (be as specific as possible, eg young people aged between 16 and 18 in North Stirling).*

### 3. RISKS

In this section describe the risks that might be involved in the Project.

#### A. Risks

*Think about the risks that might be involved in the Project and list them in the table. Then think about how you can reduce the risks. Then complete this table.*

Risk	How you can reduce the Risk

## PART B –THE PROJECT PLAN

The Project Plan is the ‘Route Map’ that shows how your Project will achieve its objectives. This ‘route map’ should be divided into ‘Milestones’ which you will need to reach along the way.

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### 1. MILESTONES

Think of the Milestones you will need to reach along the way. Each Milestone should result in an Achievement. It is possible that some of the Milestones will overlap with each other – in fact some may be dependent on others. Each project will be different and so have a different number of Milestones.

#### **A. Milestones**

*It is up to you to decide how many Milestones your project should have. Complete the table for each of the Milestones you think your project will have.*

<b>Milestone Number</b>	
<b>Milestone Name</b>	
<b>Date to be Started by</b>	
<b>Date to be Finished by</b>	
<b>Milestone’s Target Achievement</b>	
<b>Expected Resources Needed: <u>Money</u></b>	
<b>Expected Resources Needed: <u>People</u></b>	









## PART C – CONTACT DETAILS

Please give details of the main contacts for the project

### A. Main Contact

*Please give the details of the main contact person for your project*

Name:

Postal Address:

Email:

Telephone:

### B. Secondary Contact

*Please give details of the person and the organisation that will support you with your project*

Name:

Organisation:

Postal Address:

Email:

Telephone: