DEVELOPING YOUR COMMUNITY PROJECT



	Training Research & outline planning		Detailed planning		Getting ready		Delivery		Review		
	1 week 6 weeks			2 – 4 weei	ks	8 – 10 weeks			2 – 4 weeks		
What sort of tasks you	· Attending residential	 Attending weekly meetings Researching ideas Agree project aims Contacting potential project partners Getting agreement from chosen partner to proceed 		 Attending weekly meetings Agreeing delivery dates with project partner Planning fundraising Planning project tasks 		 Attending weekly meetings Carrying out planned tasks Communicating with stakeholders Managing any changes Attending Refresh Day 		Attending project delivery Carrying out project as planned		· Attending final review · Writing Personal Action Plan	
What you need to	· Pre- residential community research	· Aims Grid · Stakeholder app Aims Grid · Draft timeline	proval of	• Stakehol of End Re Delivery I • Task list • Detailed	Oates	· Stakeholder approval of changes · Final approval from stakeholders of Delivery Dates and End Results.		· Three days (or equivalent) of project delivery		Completed logbook Completed Personal Action Plan	
				Project Forum Pr		review ect Plan		Gate review Final Approval			
				6 weeks after residential		roval ate with pordinator		About 2 weeks before first project delivery date			