



Project/Organisational Plan

This document is aimed at organisation's just starting out or established organisations planning a new project

Term of the plan: 12 months to two years.

Organisation Details

Vision:

Purpose/Mission:

Give a brief overview of your organisation's current activities, in relation to the vision and purpose detailed above.

Details of the project or 12 month plan:

What will happen?

When will it take place?

Where will you run it?

How will you deliver it?

Who are the people that will benefit and how will you engage them?



Evidence of Need:

Why do you want to do this? What are the issues?

How do you know that it's needed? Have you talked to the community about what you are planning? How is your community involved in the development of the idea/project?

How does your idea fit in with other local activities?

Why are you best placed to do it?

Think about what you know about your community, what your experience is, what qualifications (formal or otherwise) do you have?

What difference will the project make to your service user and/or local people?

What are the outcomes?

Make sure they're SMART (specific, measurable, achievable, realistic, timebound)

- *e.g. 80% of older people attending will report feeling less isolated by the end of the project*

How will you measure these outcomes and how often will you need to measure?

Will you use a particular tool to measure the impact your work is having? Will you use surveys, feedback forms, focus groups, one to ones?



What do you need in order to do it?

What resources do you need? And over how long? Build a budget that covers all your project or organisational needs for a specific period of time. Include everything at this stage.

Example:

<i>Item</i>	<i>Description</i>	<i>Cost</i>	<i>Source</i>
<i>Project Coordinator</i>	<i>10 hours per week @ £15 per hour x 36 weeks a year</i>	<i>£5,400</i>	<i>Awards for All funding</i>
<i>Volunteer Expenses</i>	<i>£8 per day x 1 day per week x 3 volunteers x 36 weeks a year</i>	<i>£864</i>	<i>Heart of England Community Foundation funding</i>
<i>Laptop</i>	<i>Laptop for admin, marketing, session planning</i>	<i>£350</i>	<i>Fees</i>
<i>Trips</i>	<i>3 trips per year x £350 for each trip (for coach and packed lunch)</i>	<i>£1,050</i>	<i>Fees and donations</i>

Risks

What are the potential risks?

How can you plan and mitigate for them?

What else do you need to consider?

Have you got your organisation set up? i.e. have you got a governing document in place, a management committee and a bank account?

Have you got all the necessary policies in place to ensure you can run the project safely and effectively? Health and Safety, Safeguarding, GDPR, equal opportunities etc

Have you got the right amount of staff and volunteers to help you to deliver the project well?

Have you got plans to fundraise or generate income for the project?