

The reason for the project

Project's calendar

people of this project

what do you hope to achieve with this project

potential resources

An identification of possible/probable activities

how we respond to risks

Evaluation needs

REASON

The reason for the project

- What needs does the project meet?
- What statistics do you have in support of the needs analysis?
- Why is it important to meet these needs?
- Do other members of the community share your view of the situation?

TIMELINE

Project's calendar

- What are the project start and finish dates? Give details of project stages and deadlines.
- Which activities have already begun?
- What are the key milestones and when will they occur?
- How can the milestones be measured?

PEOPLE

People of this project

- Who is taking part in this project team?
- What roles do they play?
- What do you expect to gain/learn/get out of the project?
- What competence or expertise do you have for it?

AIM & OBJECTIVES

What do you hope to achieve with this project

- What is your project for?
- What are the anticipated results?
- How will the project affect those around you?
- How will it affect the community?
- How do the project goals reflect those of your group?

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PROJECT CANVAS 2.0

RESOURCES

Potential resources

- What amount of budget would be appropriate for the programme indicated?
- Are all costs accounted for (travel, premises, materials, staff costs, etc)?
- How will these costs be covered?

ACTIVITIES

An identification of possible/probable activities

- What form will the project take? Describe its structure and activities.
- Why these activities?
- Does the activities programme appear practicable?
- Who is participating in the project, and how?

RISKS

How we respond to risks

- What are limitations of this project?
- What could go wrong? What can we do to prevent it?

EVALUATION

Evaluation needs

- How and according to what criteria will the project be evaluated?
- Is any follow-up planned?