The 8 W's
Of Project Planning

1. **WHAT** are you planning to do?

   _____

2. **WHY** do you want to do this project? **WHO** will benefit?

   _____

3. **WHEN** and **WHERE** will the activity take place?

   Date:_____ Time:_____ Location:_____

4. **WHO** needs to approve the project?

   _____

5. **WHAT** funds are needed to do this activity?

   _____

6. **WHAT** kind of publicity is needed? **WHEN?**

Type of publicity	When needed?
_____	_____
_____	_____

7. **WHO** will do the WORK?

Task	Person Responsible	Date Due
_____	_____	_____
_____	_____	_____
_____	_____	_____

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8. We're Done!! Was it Worthwhile?

What went well?

_____

_____

_____

What didn't work so well?

_____

_____

_____

What would you do differently next time?

_____

_____

_____

Who needs to receive a thank you note?

Name	Who will write it?
_____	_____
_____	_____
_____	_____

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