



Project planning in a nut-shell

Answer these nine easy questions and any grant application will be a piece of cake. Guaranteed.

1. What is it that you will do (your project description)
2. Why do you want to do it (need)
3. What will you achieve (outcomes)
4. How will you get the job done (methodology, activities and outputs)
5. When will it all happen (action plan, timeline)
6. How much will it cost (resources and budget)
7. Who needs to be involved (partnerships)
8. How will you know you've achieved your goals (evaluation)
9. How will you tell people about what you've done (marketing)