

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



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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