

Project Plan Template

Club / Organisation name

The Club / Organisation has:

Clubmark

CASC Status

Charitable Status

1. Project Outline

Project Title:

Objectives:

Key People involved:

- Funding Coordinator
- Other volunteers within the organisation
- Other people outside the organisation

Has the club undertaken this project before?

What need is there in the community or wider geographical area for the project?

2. Timescales

Is there a deadline for the project to start?

Is there a deadline date for the project to be completed?

3. Financial Information

How much will the project cost?

Date Required	Object	Cost

How was the cost calculated?

Will the costs be incurred at once or over a period of time?

Amount of money already found for the project?

Amount Still to raise?

Once completed the project will increase annual income by....

4. The project

What are the possible barriers to the projects success?

Who will benefit from the project?

5. National Agenda

How will the project contribute to the national agenda for sport?

Growth?

Sustainability?

Excel?

Increase satisfaction?

Contribute to the 5 hour offer?

6. The project is likely to be of interest to...

The club

The community

Wide geographic area

The region

The Nation

7. The organisation....

Has a committed group of volunteers who can help.

Will manage to recruit sufficient volunteer help.

Will Struggle to find volunteers to help.

8. Effectiveness

The project will be monitored by performing the following activities.

The project will be evaluated by undertaking the following activities.