

Writing a Project Plan

Infinite Arts checklist

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What Why When Where Who How

A checklist for writing a project plan. This should help you to think ahead and include all the aspects that you will need to consider for your project. Alongside this, you need to develop a budget, including income and expenditure, for your project.

You should aim to include the following sections:

Project Title		
WHAT – the Project Description		A paragraph or two describing what you are planning to do – in general terms
WHY – the project aims and objectives		You need to define the Aims of the project - perhaps three one-liners - eg To support To develop To assist..... Then some more specific objectives – maybe some key educational outcomes
WHEN – the timetable		you need to write a timetable to show when sessions will take place and if possible show session times, break-times etc Also list times of arrival for eg artists and pupils/ participants – these may be different
WHERE - the venues		Clarify where it will all happen and list contact details and addresses and provide maps if needed
WHO – the participants, the artists, etc		List those who will be involved – ages, and numbers of participants. Details of different artists, Any other players
HOW – management of the project		Describe how the project will be managed and how you will involve the various partners – will there be meetings, a steering group etc