

SEEDS Connections Wading in for Water Program Action Project
ENS 3910: Project Planning Template

Use the space below to plan and provide the details of your project. These details can be in point form. Be prepared to explain to your teacher and peers what you are going to do in more detail.

Expand on your project proposal by answering the following questions.

Describe your project

Is your action project focused on:

water awareness

water conservation

reduction of water use

other (explain)_____

Is your action project a:

class action

school wide action

community action,

other (explain)_____

In a brief paragraph, describe you would like to do for your action project including what actions you would like to take and how these actions relate to maintaining or improving water quality in your local watershed.

Proposed Project Date: _____ Proposed Project Location: _____

Is there a process in your school for getting approval for such projects? Who do you need to get approval from and who is going to do this?

To Do List

For the next section, fill out all of the information that is related to your project. Brainstorm with your teacher, classmates, or group members to make sure that nothing is missed. At the end of this section you will make a detailed to do list from this information that includes who is responsible for what and what dates everything needs to be completed by. Make sure that everyone in your group helps to complete this list and is aware of their responsibilities and deadlines. If it helps, post it somewhere in your classroom so that everyone can see it.

Materials Required

List all materials that need to be bought/borrowed/picked up/donated and include who is responsible for each item. State whether the item needs to be bought/borrowed/acquired/picked up/donated.

Item	Bought/Borrowed/ Brought from Home/ Picked Up/Donated	Person Responsible	Cost (Where Applicable)	Date Needed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Item	Bought/Borrowed/ Brought from Home/ Picked Up/Donated	Person Responsible	Cost (Where Applicable)	Date Needed
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Fundraising

Do you need to fundraise for the event? Y/N If so, describe your fundraising strategies below.

Monetary Goal : _____

Who is responsible for the fundraising? _____

Attach fundraising schedule if necessary.

Supervision

How many supervisors do you need for this event? _____

Who is responsible for contacting supervisors? _____

Who are your supervisors?

TEACHER'S NAME	Check here when you have confirmed that they will attend.

What other permissions do you need? *(for example: do you need to ask your principal before you run an event or do you need to talk to the physical education department before you use the gym?)*

PERMISSION REQUIRED	TEACHER'S NAME	Check here when you have confirmed permission.

Venue

Who is responsible for confirming the space needed? _____

Have you confirmed that the space you need is available? _____

What space is this? _____

Who did you confirm with? _____

Signups/pledges

Does this event require signups or pledges? _____

If so who is responsible for this? _____

Describe what needs to be done

Advertising

Types of advertising (check the ones you are using and state who is responsible for it)

Type of advertising	Person Responsible
School/Community Bulletin	
Other School Social Media	
Posters	
Facebook	
Twitter	
School Calendar	
Word of Mouth	
Other	

Official Event Photographer/Media Organizer: _____

Guest Speakers

Are there any guest speakers? Who are they? How much will the speaker cost? Who is responsible for contacting the guest speaker(s)? Have they been confirmed? If there are more than fit in this space attach a list.

Sponsorship/Sponsors

Are there sponsors for this event? List all sponsors below. If you are contacting sponsors you may require a sponsorship letter. Please attach the sponsorship letter to this plan.

Timeline for completion

For each item on your to do list provide a “complete by” date. Check this off when it is done and list the date that you actually completed it.

Item to Complete	Person Responsible	Completion Deadline	Complete (✓)
Item to Complete	Person Responsible	Completion Deadline	Complete (✓)

