
Appendix 3

Project Plan on a Page

Project Name/Idea _____

Who/What

Beneficiaries
Who/what are they?
Where are they?

What

What will the project
deliver

Why

Why it is needed.
How does it meet your
charitable purposes.

When

Timescales
Milestones.

Where

Locations
Channels

How Much

Budget
Expertise
Time

Risk

Key challenges/barriers
to success
Risks to
reputation/sustainability
