



Worksheet 5

Planning my Project

Turn your idea into a simple plan with clear goals, activities, timing and team!



Discover
Yourself



Explore
Careers



Find EU
Opportunities



Generate
Project Ideas



Plan Your
Project



Build Your
Action Plan

A My project overview

Project title:

Short project description:

B Project goal

What do you want to achieve?



Young people



Volunteers



Students



Entrepreneurs



Local community



Businesses



Other: _____

C Smart project ideas

Write 2-3 key objectives for your project.

Objective	Sucess indicator

D My project activities

list the main activities you will carry out

Activity	Expected outcome

E Project timeline

Plan your project timeling. Adjust wweks as needed

Activity	Week 1	Week 1	Week 1	Week 1	Week 1
Planning					
Promotion					
Implementation					
Monitoring					
Evaluation					



F Roles and responsibilities

Whos will help and what will their role be?

Role	Person / Organisation
Project leader	
Team member	
Organisation	
Mentor	
Partner	
Other	

G Resources needed

What resources will you need to make your project successful?

- | | | |
|---------------------------------------|-----------------------------------|------------------------------------|
| ☐ Venue | ☐ Laptop | ☐ Internet |
| ☐ Volunteers | ☐ Funding | ☐ Promotion |
| ☐ Equipment | ☐ Material | ☐ Transport |
| ☐ Other: _____ | | |

What could stop your project?

- | | | | |
|--|---|--|--------------|
| ☐ Not enough participants | ☐ Lack of time | ☐ Need more information | Other: _____ |
| ☐ Lack of funding | ☐ Need more partners | ☐ Lack of time | _____ |

Risk checker



H My project planning summary



My project: _____



Main goal: _____



First activity: _____



First person I need to contact: _____



Planned start date: ____ / ____ / ____

Inspiration corner

Here are some examples to inspire you!

Example 1

Community Clean-up Day

Goal: Raise environmental awareness

Activities: Recruit volunteers, promote online, organise clean-up event, evaluate impact

Supported by: Erasmus+



Example 2

Youth Mental Health Workshop Series

Goal: Support young people's wellbeing

Activities: Workshops, awareness campaign, peer support sessions

Supported by: European Solidarity Corps



Example 3

Youth Entrepreneurship Exchange

Goal: Learn, connect and grow business ideas

Activities: Exchange visit, mentoring, networking, pitching ideas

Supported by: Erasmus for Young Entrepreneurs

