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On what day or days will you carry out your project?

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At what time?

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Where are you carrying out your project?

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Draw up a full plan for your project. You will need to use extra paper.

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4

WHICH OF THE FOLLOWING WILL YOUR PROJECT HELP TO IMPROVE: Tick one or more of the boxes



Environment



Equality



Economy



Housing



Culture



Governance



Transport



Services

Who exactly is going to benefit from your project?

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WHO IS GOING TO DO WHAT JOB?

If you are working in a team, everyone should have a job. For example, you may need a Project Manager who will manage everything and is a good organiser. Maybe someone in your team is good at art? They could be your graphic designer and work on logos and posters.

(please complete for all students on additional paper)

Name

.....

Job Title

.....

What will they do to make the project a success?

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What skills will they need?


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WHO DO YOU NEED TO
MAKE CONTACT WITH TO
GET HELP FOR YOUR PROJECT?

For example, if you were to hold a fashion show at school to fundraise you might need help from teachers to organise the event and help from local shopkeepers to donate or loan clothes.

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WILL YOU NEED TO GET MONEY FOR YOUR PROJECT?

For example, to buy resources, hire a venue or pay for transport.

Yes No

Where will you get this money from?

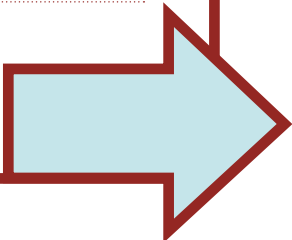
You could hold a fundraising event, for example a cake sale or a sponsored walk. Alternately you could ask local businesses for donations or apply for funding.

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WHAT RESOURCES MIGHT YOU NEED FOR YOUR PROJECT?

For example, if your community project is to organise a clean up of the local park, the resources you will need are litter pickers, plastic bags and gloves.

How will you get these materials and where from?





**HOW CAN YOU
TELL PEOPLE ABOUT
YOUR PROJECT?**

Remember that publicity can help to make projects a success. For example, you could design a poster, do a presentation at your school or contact the local newspaper to write an article about your project.

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RUN THE PROJECT!

Hopefully you have now planned your project and are excited about it. Now is the real challenge of carrying it out. Go for it! You could really make a difference.

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EVALUATE AND CELEBRATE!

We hope your project was a great success. Remember to celebrate your achievements. It is also important to evaluate your project. Think about questions such as:

What went well?

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What would you have done differently if you were to do it again?

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It's also helpful to write down the comments that people have said about your project:

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CONGRATULATIONS!