project planning checklist

The following checklist will help you keep track of important planning details. The checklist should be kept with your other group records in the Keeping Track section of your manual binder.

If you have a group scribe, he or she should be responsible for keeping this information up to date.

☐ Describe project:

☐ Create your materials list:

☐ Establish project goals.

☐ Elect project leaders.
  (project coordinator, fundraiser, etc.).

☐ Choose project location:
  ☐ Location is safe
    (ask adult or community leaders if the group is unsure).
  ☐ Transportation to the site is available.
  ☐ Group members’ parents are notified of site location.
  ☐ Permission sought from property owner or local government.

☐ Complete project timeline:
  ☐ Group agrees it can accomplish the project in allotted time.
  ☐ First work date selected.
  ☐ Calendar of future dates established.

☐ Estimate project costs:
  Equipment/ Supplies: $_______
  Transportation: $_______
  Food: $_______
  TOTAL: $_______

☐ Plan fundraisers.
  (list options below; see “Fundraising Ideas”, p. 51).

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Divide work into committees.

Committee 1
Name: _______________________
Members: ____________________
____________________________
____________________________
____________________________
Responsibilities: ______________

Committee 2
Name: _______________________
Members: ____________________
____________________________
____________________________
____________________________
Responsibilities: ______________

Committee 3
Name: _______________________
Members: ____________________
____________________________
____________________________
____________________________
Responsibilities: ______________
Other notes: __________________

Committee 4
Name: _______________________
Members: ____________________
____________________________
____________________________
____________________________
Responsibilities: ______________

☐ Take action and evaluate.
☐ Celebrate your success!

Notes: _______________________
____________________________
____________________________
____________________________
____________________________
____________________________
____________________________

(use additional sheets if necessary)

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