

An Example of a Project Plan

In Section 2 you're asked to give details about your project and how you will deliver and complete it. It will help your application if you identify some of the key actions and dates. Below is an example of how you can show this.

Activity	Key Date	Start Date	End Date
Project set up including working with partners, meeting 1 per month. Organise meeting space. Promote and recruit Volunteers. Design and Produce resources. Promote /Invite people to join project through Press, social media and local network and invitation event on 12 th June. Plan celebration event for 13 th March 2024	12/06/2024	22//05/2024	27/03/2025
Delivery of 10 Textile sessions 1 per week	12/07/2024	12/07/2024	13/09/2024
Delivery of 10 Furniture upcycling sessions 1 per week	04/10/2024	04/102024	06/12/2024
Delivery of 8 cooking workshops	10/01/2025	10/01/2025	28/02/2025
Hold Celebration event	13/03/2024		
Reporting: Stage payment 2 report Stage payment 3 report End of project report	06/10/2024 06/01/ 2025 12/05/2025	18/09/2024	12/05/2025