

Project Document

Project name	
Purpose/goal of project & link to strategic plan	
Leadership team member responsible	
Programme manager	Estimated workload in days
Other staff & volunteers involved	Estimated workload in days
Name (or role where vacancy)	Estimated workload in days
Start date	Planned end date
Main Project milestones	Date
End result and outcomes	
Stakeholders including intended beneficiaries	
Risk assessment & mitigation	
Budget	
STATUS: Under Discussion/Requested/Budgeted/Approved	
Approval by Leadership Team or Board	Date

Project Document

Project Management Principles

1. Check the project is in line with the strategic goals of the organisation using a checklist such as project filter below.
2. Allocate a project manager (in a small organisation they will probably have other projects and responsibilities too).
3. Use a project document (see pdf appendix).
4. Be clear about the expected end result and the related outcomes.
5. Identify the likely risks and plan for mitigating actions.
6. Prepare a simple project plan with key milestones and share with all those involved.
7. Identify all the stakeholders within and beyond the organisation: tell them what you are doing and why, then update them on progress as appropriate.
8. Check progress against the plan regularly and revise the plan as necessary.
9. Be flexible to change tasks, timings and people as needed and communicate the changes with all the interested parties.
10. Double check you've got everything covered by asking: What? When? Why? Who? Where? How? and How much?
11. In an organisation with a Christian ethos find ways to pray for the project and those involved in it.
12. Review and apply lessons during and at the end of the project.

Project Filter Checklist

In attempting to prioritise activities (recognising it is easy to take on too many initiatives) the following checklist (or a version customised for your organisation) may help guides decision making:

1. Does the project reflect the organisation's values and serve its vision?
2. Does the project fit well within the strategic plan?
3. Could other organisations do this as or more effectively than us?
4. Are there appropriately experienced people (staff, contractors or volunteers) with sufficient capacity to undertake the project?
5. How will the project be funded?
6. Will this project make the organisation more effective?
7. Is there a group of stakeholders enthusiastically supporting this project?
8. Is there an exit strategy if for any reason the project needs to be curtailed?

A valid project may not fulfil all these criteria and the relevance of each will need to be judged in your context.

Project Plan

Task	Person responsible	No. of days work	Start date	Latest end date	Notes including dependencies

Project Monitoring Notes