

The Structure of the Project Plan

1. Name of the Project
→ Describes the context or the content, memorable, short
2. Background of the Project
→ What is the context? **Why** does the project need to be done?
→ Assess, explain and justify the need
What is the theoretical background, which learning theories can be connected to it?
3. Aims and objectives of the Project
→ Name and explain clearly the main goal and sub goals of the project
4. Target group of the project
→ For whom is the project done and what for?
5. Implementation and the timetable of the project
→ Explain the procedures that you will use to reach your goals
→ How do you plan to implement the project?
→ Define your challenges and prepare for the risks
→ Schedule your implementation: outline the project piece by piece and define a sub goal and deadline for each piece
6. Resources of the project
→ Define the literature and references you will use, use of expert consulting you may need, and technology resources you may need, possible funding
→ Remember also time resourcing and management
7. Expected results of the Project
→ What are the expected results?
8. Monitoring and Evaluation of the Project
→ How do you plan to monitor and evaluate your work?
9. Reporting the results
→ How will you report your results?