

AAUW Project Planning

Project: _____

Leadership Team: _____

Step	
1. What values does this project support?	
2. What is the goal of the project?	

Tasks of the Leadership Team in Planning the Project:

	how, what, when, who...
3. Brainstorm the most effective, efficient project activities	
4. Build and review an inventory of necessary resources and approvals	
5. Gain specific commitments from participants	
6. Develop a trail of milestones (to map progress!)	

7. Charting the Project: (this is a specific plan that must be monitored)

Task	Responsibility	Finished by	Done (checkoff)

8. Keeping the Project On Track

- a. Who is responsible?
- b. How will it be accomplished?

9. Evaluating the Project: (refer to the goal(s) stated above)

- a. Who will evaluate?
- b. To whom will the evaluation be reported?

Adapted from Paul B. Williams, *Getting a Project Done On Time: Managing People, Time, and Results*
1996, American Management Association