

# PROJECT PROPOSAL AND PLANNING FORM

*Use as much detail as possible.*

*Your project plan must be approved by your facilitator prior to beginning the project.*

Name of project/service Idea:					
Project Team Members:					
Homeroom teacher(s):					
Community and/or school partners:					
Describe the problem/need:					
Propose how your team plans to solve the problem/need?					
Starting date:					
Explain any time restraints:					
Target completion date:					
What hardware/software do you need to complete this project?					
Resources needed:					
Obstacles or challenges you anticipate:					
<b>We have included:</b>					
	Timeline/calendar		Contact log (phone, email, in person)		
	Budget plan		Brainstorming form		
	Frameworks		Media information		

Facilitator Approval: \_\_\_\_\_

Date: \_\_\_\_\_

# TIMELINE / CALENDAR

Name of project/service Idea:			
Project Team Members:			
Homeroom teacher(s):			
Date:			
January	February	March	April
May	June	July	August
September	October	November	December

STEP I:

STEP II:

STEP III:

STEP IV:

STEP V:

# PROJECT BUDGET FORM

Name of project/service Idea:			
Project Team Members:			
Homeroom teacher(s):			
Date:			
Description	bid/research included	Estimated Amount	Actual Amount
<b>Total</b>			

**Examples**

Consumable items: paper, craft supplies, lumber

Reusable items:

Disks, video tapes, props,

Facilitator Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Approval: \_\_\_\_\_

Date: \_\_\_\_\_



