

# PROJECT PLANNING FUNDAMENTALS

DANIEL ROBERTS, 14<sup>TH</sup> JUNE 2021



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Transformation Cornwall and Diocese of Truro

# VARIED APPROACHES



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# THE FUNDAMENTALS



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# 1 – IDEA & VISION

- What will our project achieve in the broadest terms?
- Who are our beneficiaries?
- Come up with some options for how you could make a difference.
- Take your options to your community for feedback.

# 2 – OBJECTIVES AND OUTCOMES

- Map out the story of the project and its users and identify the deliverables required for the project. Basic example: Community cooking lessons.

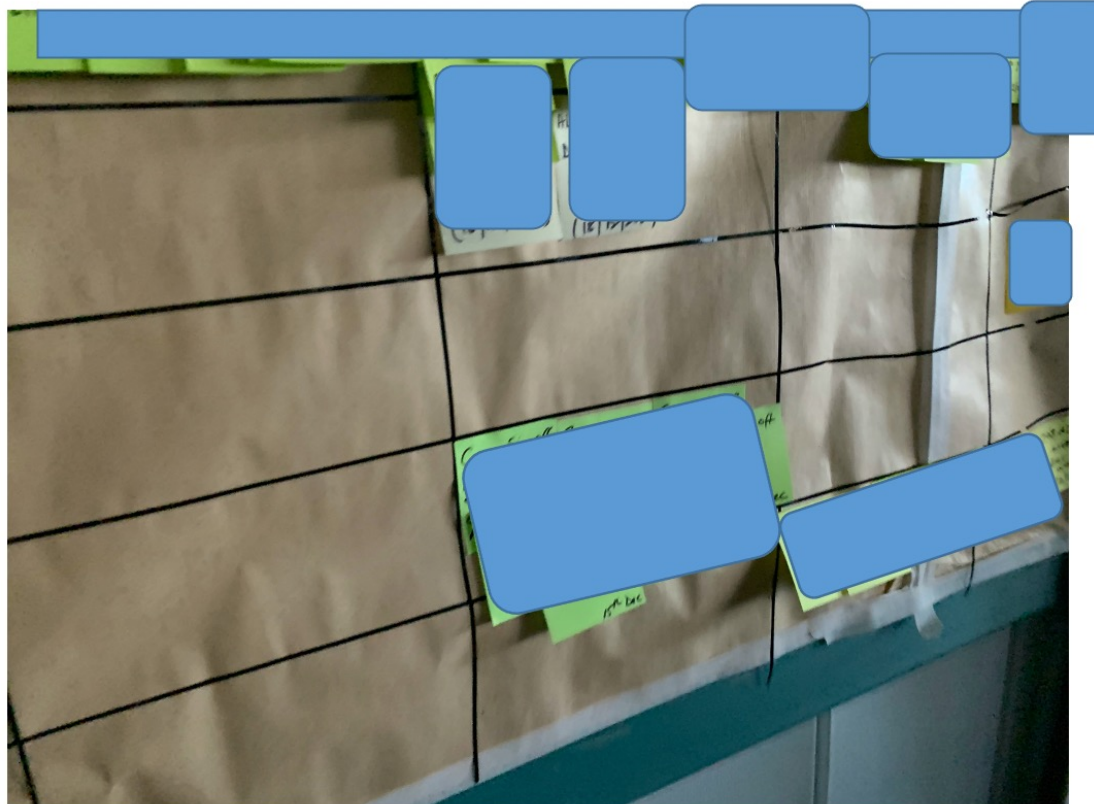
Beneficiary and project journey:



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# PLANNING EXAMPLE

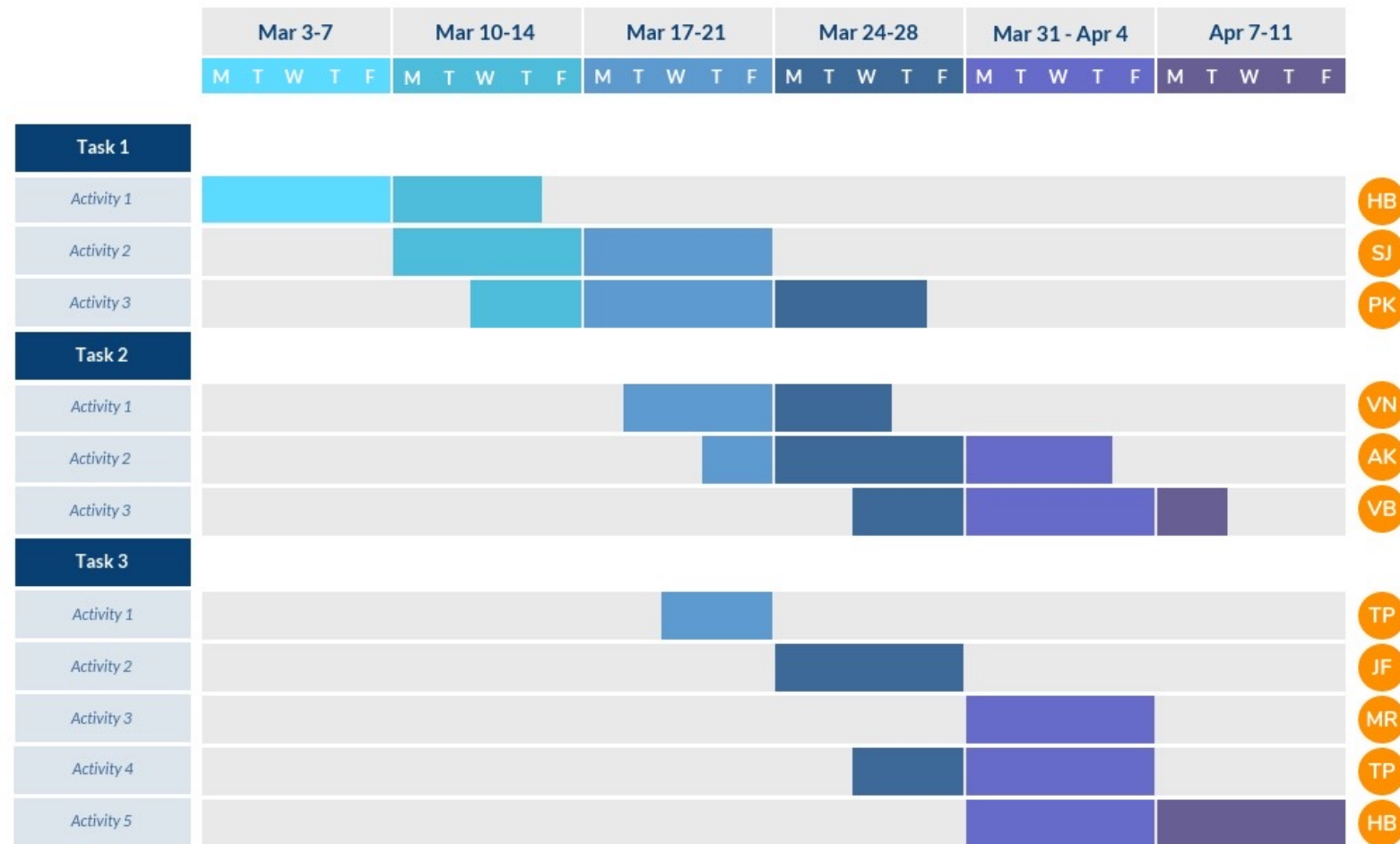


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# 3 – PROJECT PLAN

- Assign requirements and tasks within team. For example, a team/person to be in charge of exploring building options, another advertising and social media.
- Assign tasks against timescales: when will you need to have arrangements in place?  
Assign tasks to 2-3 week chunks of time. Map out the dependencies within tasks.
- Regularly meet to check the project plan, realistically changing it as needed. Share any blockers with the team to work through them together.

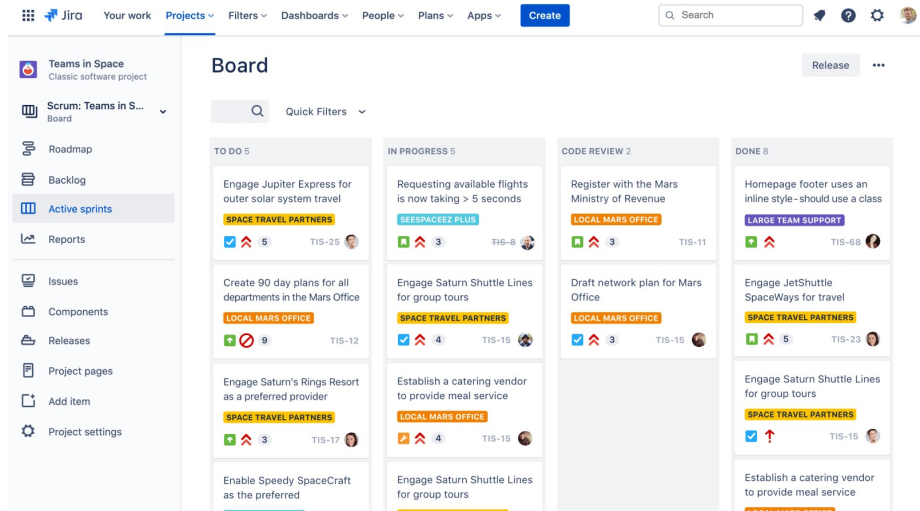
# 3 – PROJECT PLAN



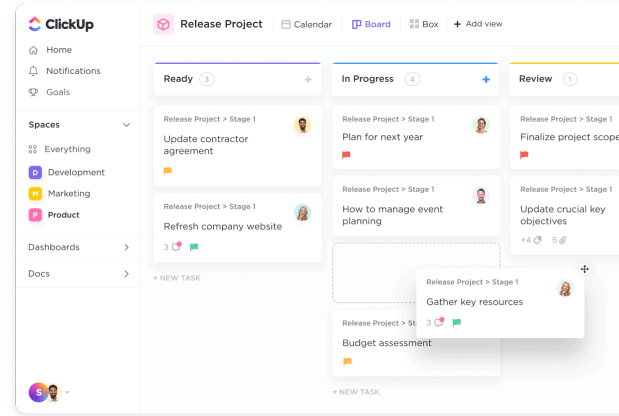
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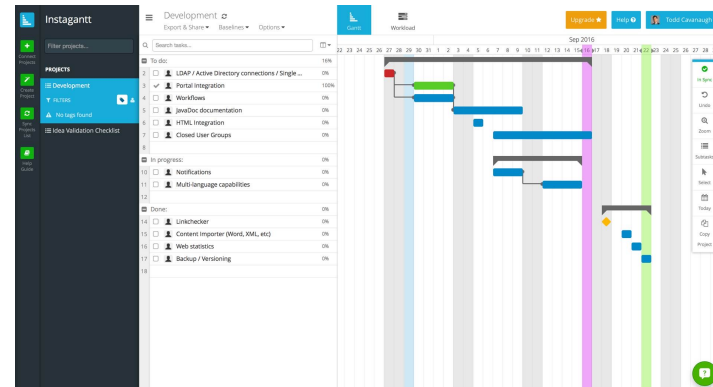
# 3 – PROJECT BOARDS?



<https://www.atlassian.com/software/jira>



<https://clickup.com/>



<https://asana.com/>

# 4 - FUNDING

- When you've mapped tasks and requirements against timescales you need to create a budget.
- What are the associate costs with each task and requirement?
- How will you meet project costs? Direct fundraising? Applying to grants?
- Transformation Cornwall can help signpost.

# 4 - BUDGET

- Use your working areas to divide budget.

	Category and Item	Item Notes	Budget
	<b>Total Project Budget</b>		<b>\$8,650</b>
	<b>Computer</b>		<b>\$1,900</b>
	<a href="#">Mac Hard Drive</a>		\$1,000
	<a href="#">Laptop docking station</a>	USB 3.0 Universal Laptop Docking Station for Windows (Dual Video HDMI & DVI / VGA, Gigabit Ethernet, Audio, 6 USB Ports)	\$100
	Monitor		\$500
	Wireless mouse	Wireless Mouse with Nano Receiver (MGR0975)	\$50
	Wireless keyboard	Wireless USB Desktop Keyboard — Compact Full Keyboard, 3-Year Battery Life (Glossy Black)	\$50
	<a href="#">Curve Monitor</a>	27" LED 1080P HDMI DisplayPort VGA Speakers, Ultra Thin Brushed Metallic, 1800R immersive curvature	\$200
	<b>Camera &amp; Lighting</b>	Biggest expense	<b>\$6,000</b>
	<a href="#">Canon 5D Mark III</a>	Extremely high ratings	\$5,000
	<a href="#">Sony EX1 or Comparable Pro Camcorder</a>	\$6000-10,000	\$0
	<a href="#">Ikan IDK2513 iLED 312 / ID 500</a>	50,000-100,000 hours. No bulbs. Battery operated. Very portable. Remote control.	\$1,000
	5 light professional light kit	Either fluorescent or LED	\$0
	<b>Sound and Accessories</b>		<b>\$750</b>
	<a href="#">Rode NTG-2 Shotgun Mic HD</a>		\$500
	<a href="#">Sennheiser EW122-p G3</a>	We own this. Wireless mic. \$630	\$0
	<a href="#">Prompter People</a>	Have used two of their models.	\$0
	Camcorder tripod	will depend on camcorder	\$250



# 5 - EXECUTION

- Don't expect perfection! It's better to start with a minimum viable service than over-plan and deliver nothing.
- Consider a small scale rollout of your service at first.
- Keep communicating with your users and community.

# 6 – FOLLOW UP

- Meet with your team at regular intervals to examine the project.
- Are you delivering on your vision?
- What do your beneficiaries say and think?
- Are there any blockers? How can you address them?
- Celebrate success, but always look to improve where needed.

# THANK YOU

**Any questions?**



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