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?