

Small Project Planning Worksheet

PROJECT _____

Scheduled date to do project. _____

Time allotted to complete project. _____

Number of children who will do project. _____

MATERIALS

Figure quantity of materials needed to supply children.

Materials Needed	Expense
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____

Divide total cost of materials needed by number of children to arrive at cost per child.

Cost per child _____

Divide total cost of materials by number of projects which can be made to arrive at cost per project.

Cost per project _____

Things needed to be done to prepare for project.

Jobs delegated to _____ Phone _____

Date preparation is to be completed. _____

Phone to double check on completion. _____

After project was completed—

Was project successful? _____

What went especially well? _____

What went wrong? _____

What improvements can be made in the future? _____

Attach explicit project instructions to reverse side for future information.