



# Project Template

European Rotaract Information Center

Name of the project: .....

Organizing club: .....

Contact person: .....

I. **ANALYSIS, OPPORTUNITIES AND MAIN IDEA FOR THE PROJECT.**

1. **ANALYSIS OF THE PROBLEM WE WANT TO SOLVE**

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2. **OPPORTUNITIES**

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II. **HOW TO EXECUTE THE PROJECT**

1. **ACTION GROUP**

Determine what are the roles you would need for the specific project and assign the roles between the members of your club/s.

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**2.     DESCRIPTION OF THE PROJECT**

White an overview of the essence of the project.

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**3.     GOALS OF THE PROJECT**

List specific goals you aimed for. Provide statistics if you have them.

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#### 4. TARGET AUDIENCE

Who is the target group of the project that will benefit from the project and in what way?

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#### 5. ACTION PLAN & TIME FRAME

Write down the estimated time you need for each step and the order of doing them.

*Example:*

##### **TIME FRAME**

24-18 weeks before

##### **TASKS**

- Identify the event's goals
- Build a team and assign roles

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Provide a brief description of each step of the project in a list. Specify the tricky parts of the project and where things might get hard.

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**6. TIMELINE**

Write down the estimated time you need for each step and the order of doing them.

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**7. RESOURCES**

What do we need to replicate the project in another country. Please specify if the resource was funded/provided by sponsors with a (S) in front of each item/service in the list.

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**8. BUDGET**

Of course, that will vary depending on the country. Please roughly calculate the expenses in euros, so everyone can make an easy estimation about their specific market.

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**9. ORGANISERS OF THE PROJECT**

Provide contact info of your club/s and responsible rotaractors.

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**10. PARTICIPANTS**

Have you onboarded other clubs, organizations, or volunteers? Share your experience.

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**11. SPONSORSHIP**

Specify what kind of companies have you contacted, which of them supported the project and in what way.

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**12. MEDIA COVERAGE**

Do you have any paid or unpaid mentions in media? Add links to social media, websites, etc.

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### III. **RESULTS**

#### 1. **RESULTS AND OVERVIEW**

Summarize the results and the effect of the project. What kind of difficulties have you faced, what you did well etc.

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#### 2. **ADVICE**

What are the most crucial parts of the project that need special attention?

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#### 3. **SUSTAINABILITY**

Is the project sustainable? What will change in the years?

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