

## **Project Template**

**European Rotaract Information Center** 

ame of the project:	
rganizing club:	
ontact norson:	

1.	ANALYSIS OF THE PROBLEM WE WANT TO SOLVE	
2.	<u>OPPORTUNITIES</u>	
11.	HOW TO EXECUTE THE PROJECT	
	HOW TO EXECUTE THE PROJECT  ACTION GROUP	
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2.	DESCRIPTION OF THE DRO IECT
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White a	n overview of the essence of the project.
3.	GOALS OF THE PROJECT
List spe	cific goals you aimed. Provide statistics, if you have them.
4.	
4.	TARGET AUDIENCE
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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	TASKS
24-18 weeks before	Identify the event's goals
	Build a team and assign roles
Provide a brief description of each step of the	e project in a list. Specify the tricky parts of
the project and where things might get hard.	

6. <u>RESOURCES</u>
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.
7 PUDCET
7. <u>BUDGET</u>
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.

## **ORGANISERS OF THE PROJECT** 8. Provide contact info of your club/s and responsible rotaractors. 9. **PARTICIPANTS** Have you onboarded other clubs, organisations or volunteers? Share your experience. **SPONSORSHIP** 10. Specify what kind of companies have you contacted, which of them supported the project and in what way.

11.	MEDIA COVERAGE
Do you l etc.	nave any paid or unpaid mentions in media? Add links to social media, websites
III.	<u>RESULTS</u>
Sumi	ESULTS AND OVERVIEW  marise the results and the effect of the project. What kind of difficulties have you l, what you did well etc.
	are the most crucial parts of the project that need special attention?

3. <u>SUSTAINABILITY</u>
To the provided exercise blook NAMe of will also and in the conseq.
Is the project sustainable? What will change in the years?
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