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Project Identification

Core planning group identified

Logistics

Day(s)-Of Execution

Describe your project idea:

How will this impact your neighborhood?

How many neighbors will be engaged?
In planning:
In execution:

Location:

Planned date/s:

Who will be helping to plan this project?

1. Tasks:

2. Tasks:

3. Tasks:

4. Tasks:

5. Tasks:

Schedule created with core planning group
(See additional page)

What will you need for your project?

People

Services

Materials

Considerations

Will you need help executing your project? (outside of the core planning group)
Y N
What tasks?

Will your project include an event that neighbors will be attending?
Y N
If yes, how will your group recruit people to attend?

How will you keep all group members motivated?

What services or levels of expertise will you need for your project?

What materials will you need for your project?

Where will you get materials?

When will you need items by?

Budget created

All purchases recorded and receipts kept

What special considerations does your project call for?
 Permit
Type: _____
 Permission
From: _____
 Notification
Who: _____
 Other:

Risks

What risks might you encounter while planning your project?

How would you mitigate these risks?

Actual Date/s:

What will you need to do to set up for your project day(s)?

What risks might come up on the day-of?

How would you mitigate these risks?

Project Schedule

	Dates																Owner/s of task
	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	__/__/	
Identify Project																	
Identify Core Planning Group																	
Prepare & Submit Application																	
Have Kick-off Meeting																	
Finalize Budget & Schedule																	
Identify Risks																	
Identify Permits/Permissions																	
Identify People Needs																	
Identify Materials																	
Plan for Risks																	
Secure Permits/Permissions																	
Outreach in Community																	
Order/Buy/Collect Materials																	
Stage Materials/Project Needs																	
Project Day(s)																	
Celebrate!																	
Prepare & Submit Final Report																	

Project Management Checklist

- PROJECT REQUIREMENTS**
- Project takes place in either West Pullman or Greater Grand Crossing
 - Project engages at least 5 neighbors
 - Project influences the social or physical or social aspects of your neighborhood
 - Application includes a comprehensive materials list with cost estimates
 - Project end date is within the project period
 - Final report is submitted on or before the end of the project period
- PROJECT MANAGEMENT**
- Project schedule and timeline is created
 - Workload/tasks are distributed to core planning group members
 - Materials are ordered or purchased on time
 - Project risks are identified and managed
 - Project is communicated to community (social media, flyers, word of mouth, emails, etc.)
 - Project meets all legal requirements
 - Permits have been acquired (if needed)
 - Photos are taken during the project's execution
 - Neighbor recruitment and participation numbers are collected throughout project's planning and execution
 - Receipts for any purchases are collected and stored throughout project
- POST-PROJECT**
- Final reports submitted
 - Receipts/final expense report
 - Project reflection
 - Photos
 - Attendance/engagement numbers