

# Project Plan Example

Check one only.  
Year 1, 2, 3 OR 4

Drop down list: Check only one (See page 2 for list options)

Check resources that apply to the activity in this row. See page 2 for examples of resources.

YEAR	CATEGORY	WHAT ARE YOUR MAJOR ACTIVITIES?	WHEN WILL THE ACTIVITY TAKE PLACE?	WHAT IS THE FREQUENCY OF ACTIVITIES?	HOW MANY YOUTH?	HOW MANY ADULTS?	RESOURCES	OTHER RESOURCES
In which year(s) will your activity take place?	Select the Type of Activity	List the major activities in your project. Use one row per activity. Include things you will do to get ready to deliver your project. Example: Design curriculum. Include activities you will deliver for your youth and/or adults. Example: Deliver workshops. List activities in the order they will occur.	What month(s) of the year will this activity take place?	How often will the activity take place in a one year period? For example: weekly, monthly, once a year etc.	How many young people do you expect will participate in this activity?	How many adults do you expect will participate in this activity?	Select the resources needed to complete this activity.	Add any notes or details about required resources that will help you to build the budget.
1	Recruitment/Outreach	Outreach to adult mentors and youth mentees (all are Afro-Diasporic) Going to start with the organizations we know in our communities.	August - September	2 days per week during this period.	10	10	Promotional Materials Staff Time	Updated Partner List Project Background Info Project Coordinator to lead
1	Resource Development	Design curriculum mentor-mentee gathering. In year 1, do a needs assessment, build a plan for the monthly sessions (topics, art forms we will use etc.)	October - December	Not applicable	Not applicable	Not applicable	Staff Time Volunteer Time	Examples of other resources/curriculum
1	Group Mentoring/Coaching	Group Mentoring Activity: Deliver youth-mentor meet ups. We want to integrate storytelling and art into the format of the sessions. We will share a meal together. This mentoring is happening in a group.	October - May	Once per month. Total 8 gatherings.	10	10	Space Food Transportation Child-minding Honorary Project Supplies	Art Supplies Volunteer Artists
1	Individual Mentoring/Coaching	One-to-One Mentoring: Youth-mentor pairs will meet on their own as well. The idea is that pairs will meet and can go deeper in their conversations and supports.	October - May	Once per month. Total 8 one on one meetings.	10	10	Transportation	Journals for each mentee Coffee gift card for each mentee
1	Event   Gathering	Annual Kwanzaa Celebration (Year-end celebration)	December	Once per year	30	30	Space Food Transportation Equipment Project Supplies	Art supplies MC Sound System DJ Holiday cards
2	Recruitment/Outreach	Outreach to adult mentors and youth mentees (all are Afro-Diasporic) Going to start with the organizations we know in our communities.	August - September	2 days per week during this period.	10	10	Promotional Materials Staff Time	Updated Partner List Project Background Info Project Coordinator to lead
2	Resource Development	Design curriculum mentor-mentee gathering. Update the plan each year based on the needs/interests of the new group of youth.	June - August	Not applicable	Not applicable	Not applicable	Staff Time Volunteer Time	Examples of other resources/curriculum
2	Group Mentoring/Coaching	Group Mentoring Activity: Deliver youth-mentor meet ups. We want to integrate storytelling and art into the format of the sessions. We will share a meal together. This mentoring is happening in a group.	October - May	Once per month. Total 8 gatherings.	10	10	Space Food Transportation Child-minding Honorary Project Supplies	Art Supplies Volunteer Artists
2	Individual Mentoring/Coaching	One-to-One Mentoring: Youth-mentor pairs will meet on their own as well. The idea is that pairs will meet and can go deeper in their conversations and supports.	October - May	Once per month. Total 8 one on one meetings.	10	10	Transportation	Journals for each mentee Coffee gift card for each mentee

2	Event   Gathering	Annual Kwanzaa Celebration (Year-end celebration)	December	Once per year	30	30	Space Food Transportation Equipment Project Supplies	Art supplies MC Sound System DJ Holiday cards
3	Recruitment/Outreach	Outreach to adult mentors and youth mentees (all are Afro-Diasporic) Going to start with the organizations we know in our communities.	August - September	2 days per week during this period.	10	10	Promotional Materials Staff Time	Updated Partner List Project Background Info Project Coordinator to lead
3	Resource Development	Design curriculum mentor-mentee gathering. After final updates we will have a fully tested curriculum in place with a range of topics, resources and facilitator list.	June - August	Not applicable	Not applicable	Not applicable	Staff Time Volunteer Time	Examples of other resources/curriculum
3	Group Mentoring/Coaching	Group Mentoring Activity: Deliver youth-mentor meet ups. We want to integrate storytelling and art into the format of the sessions. We will share a meal together. This mentoring is happening in a group.	October - May	Once per month. Total 8 gatherings.	10	10	Space Food Transportation Child-minding Honorary Project Supplies	Art Supplies Volunteer Artists
3	Individual Mentoring/Coaching	One-to-One Mentoring: Youth-mentor pairs will meet on their own as well. The idea is that pairs will meet and can go deeper in their conversations and supports.	October - May	Once per month. Total 8 one on one meetings.	10	10	Transportation	Journals for each mentee Coffee gift card for each mentee
3	Event   Gathering	Annual Kwanzaa Celebration (Year-end celebration)	December	Once per year	30	30	Space Food Transportation Equipment Project Supplies	Art supplies MC Sound System DJ Holiday cards
3	Resource Development	Produce a final documentary that features our elders and youth experience. Interview youth-elders from every year of the project.	April - February	Once in final year	All youth participants from 3 years	All adult mentors from three years	Equipment	Video-camera Editing Software (audio) Part-Time film maker Certificates
3	Event   Gathering	Screen the documentary at a closing gathering.	May	Once in final year	All youth participants from 3 years	All adult mentors from three years	Space Food Transportation Equipment	

Project Planning | Prep Time  
Recruitment | Outreach  
Resource Development  
Training (Staff | Volunteers)  
Group Workshops | Sessions  
Drop in Time  
Group Mentoring | Coaching  
Individual mentoring | Coaching  
Event | Gathering  
Ceremony  
Partnership | Networking  
Doesn't Fit a Category

Transportation  
Space  
Food  
Honorary  
Support services (translation, child-minding, interpretation etc.)  
Staff Time  
Promotional Materials  
Volunteer Time  
Project Supplies  
Equipment  
Other \_\_\_\_\_