



# 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**

Write an overview of the essence of the project.

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**3. GOALS OF THE PROJECT**

List specific goals you aimed. 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:*

<b>TIME FRAME</b>	<b>TASKS</b>
24-18 weeks before	<ul style="list-style-type: none"><li>● Identify the event's goals</li><li>● Build a team and assign roles</li></ul>
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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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**8. ORGANISERS OF THE PROJECT**

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

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**9. PARTICIPANTS**

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

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**10. SPONSORSHIP**

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

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**11. 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**

Summarise 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. ADVICES**

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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