



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

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

2. OPPORTUNITIES

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

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.

.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....

2. DESCRIPTION OF THE PROJECT

Write an overview of the essence of the project.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

3. GOALS OF THE PROJECT

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

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

4. TARGET AUDIENCE

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

.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....

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 project in a list. Specify the tricky parts of the project and where things might get hard.

.....
.....
.....
.....
.....
.....
.....
.....

8. ORGANISERS OF THE PROJECT

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

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

9. PARTICIPANTS

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

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

10. SPONSORSHIP

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

.....
.....
.....
.....
.....
.....
.....

.....
.....

11. MEDIA COVERAGE

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

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

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.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

2. ADVICES

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

.....
.....
.....

.....
.....
.....
.....
.....
.....
.....

3. SUSTAINABILITY

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

.....
.....
.....
.....
.....
.....
.....
.....
.....