



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:

TIME FRAME

24-18 weeks before

TASKS

- Identify the event's goals
- Build a team and assign roles

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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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