



How to plan a project

Planning and carrying out your own project can seem like a big task, but it really isn't hard as long as you know a bit about the process and have a few tips and tricks up your sleeve.

Getting started

There are a few initial steps involved in planning a project. You can see a summary of those steps in this [growing a project tree](#), which is great for those of us who are visual learners.

In a nutshell, the first steps are:

1. **Establish a vision.** What do you want to see happen because of your project? Think about the big picture. You might like to use our [future visioning exercise](#) to help you with this.
2. **Set some goals.** What specific outcomes are you looking for? You should set goals that are:
S= specific
M= measurable
A= attainable
R= realistic
T= timely
Check out the [SMART goal setting checklist](#) for more detail.
3. **Create a project plan.** Once you are clear on your goals and vision, you can start working out how to achieve them. This [environmental action plan template](#) is a great way to help map out your project steps, timelines and who will be responsible.

How do I know how much my project will cost?

Some projects don't require a budget, but others do. This [budgeting template](#) is an easy way to record all the different items that will cost money, and get a clearer picture of the total cost. If you're not sure what something will cost, do some research, and get quotes from different suppliers.

There is more detail on our [project planning page](#) about ways to get money for your project.

Project planning advice from past members

Here's what some past YEC members have to say about the project planning process:

- *If you don't understand everything, research more into it and go into more depth.*
- *Don't be afraid to speak out and ask people for help. You might worry about the reaction, but most people are really welcoming and open to it. Get advice from your teachers, peers, parents, family, and friends.*
- *Start the project as early as you can. Plan what you're going to do so you know what's going to happen. And be organised and on top of things because your plan or idea might change as you do it!*

