



PACIFIC TRAINING SOLUTIONS

COMMUNITY PROJECT PLANNING TOOLKIT

Plan, implement and monitor a community project, step by step.

Community projects succeed when they're clearly planned, not just well intentioned. Use this toolkit to define, plan, run and monitor your next project — and to properly recognize everyone who made it happen.

1 DEFINE YOUR PROJECT

What problem are we solving?

Who will benefit?

What does success look like?

2 PROJECT PLAN

Activity	Who's Responsible	Timeline	Resources Needed	Status

3 MONITORING CHECKLIST

- ☐ Progress reviewed against the plan regularly
- ☐ Budget checked against actual spending
- ☐ Community or members kept informed of progress
- ☐ Problems raised and addressed early, not ignored
- ☐ Achievements documented — photos, stories, numbers

AT THE END

- Capture what was achieved, what you'd do differently next time, and say a proper thank you to everyone who was involved.