Project Action Plan

NAME ___________________________________________ DATE ____________________________

Project Location: ____________________________________________

Project Goal: ____________________________________________

BACKGROUND INFORMATION

1. What is the area identified for the project?

2. Who uses it?

3. What need will this project address?

THE PROBLEM

1. What site investigations and opinion surveys have you done for the area?

2. What problem did you identify from this information?

3. Where is the problem located?

RECOMMENDATIONS

1. What actions could be taken to solve the problem?

2. Which action do you recommend and why?

3. What are possible future projects?
PROJECT MANAGERS work with team members to successfully complete projects. They determine a project’s scale, plan its budget and schedule, manage communications, and carry out other tasks needed to deliver results.

CAREER CORNER

PROJECT MANAGERS work with team members to successfully complete projects. They determine a project’s scale, plan its budget and schedule, manage communications, and carry out other tasks needed to deliver results.

**PROJECT DETAILS**

1. Who will be involved?

2. How much will it cost?

3. Who will do the work?

4. How will the project benefit the community?

**MAPS**

1. What does the project area look like now?

2. How would it look after the project is complete?

**EXPECTED RESULTS**

1. What results do you hope to achieve?

2. How will you know whether the project was successful?