

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?

NAME \_\_\_\_\_ DATE \_\_\_\_\_

### **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?

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## 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.

