

# **Project Planning Template**

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| **Project Stages** | **Key Tasks** | **Action Issues** |
| 1. Planning | a. Identifying focus |  |
| b. Confirming scope |  |
| c. Inviting participants |  |
| d. Selecting information to collect |  |
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| 2. Collecting the information | a. Reading documents |  |
| b. Conducting interviews |  |
| c. Conducting focus groups |  |
| d. Taking photos or video footage |  |
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| 3. Making sense of the information | a. Identifying themes |  |
| b. Organising information to support themes |  |
| c. Selecting photos that illustrate themes |  |
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| 4. Sharing the information | a. Deciding on a format for publication |  |
| b. Writing |  |
| c. Editing |  |
| d. Producing final report, presentation |  |
| e. Sharing with relevant audiences |  |