

\* Optional: add organisation logo, or keep blank

# **Project Planning Template (*Completed example*)**

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| **Project Stages** | **Key Tasks** | **Actions/what/who/when** |
| 1. Planning | a. Identifying focus | Kio Bay Fun Zone 2012-2013 |
| b. Confirming scope | Participation benefits to the residents, event participants and sponsors from community engagement with event (by <date>) |
| c. Inviting participants | Residents, event participants and sponsors (Sport Wellington (lead/sponsor organisation) *in-house* *project champion*) (by <date>) |
| d. Selecting information to collect | Information on the background to the idea; development; benefit feedback from residents, participants and sponsors; and thematic photo images to illustrate (by <date>) |
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| 2. Collecting the information | a. Reading documents | Limited existing documentation - primary content to be collected from Sport Wellington sources (who: *in-house project champion*) and research (who: *researcher and in-house project champion*) (by <date>) |
| b. Conducting interviews | *Resident champion*-interview; neighbour focus group; sponsor meeting; social media and post-event survey data from participants. (*in-house project champion and researcher*) (by <date>) |
| c. Conducting focus groups | Kio Bay resident sample (*incl. resident champion*) (<date>) |
| d. Taking photos or video footage | Selection from Sport Wellington resources (*in-house project champion*). Seek photo subject consent as required. (by <date>) |
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| 3. Making sense of the information | a. Identifying themes | Drawn from responses (*in-house project champion and researcher*) (by <date>) |
| b. Organising information to support  themes | *Researcher (in-house project champion* reviews*)* (by <date>) |
| c. Selecting photos that illustrate themes | *Researcher (in-house project champion* reviews*)* (by <date>) |
|  |  |  |
| 4. Sharing the information | a. Deciding on a format for publication | Base case study report (*Researcher*), plus resource material for online loading (*in-house project champion*) (by <date>) |
| b. Writing | *Researcher* (*in-house project champion* reviews) (by <date>) |
| c. Editing | *Researcher* (*in-house project champion* reviews) (by <date>) |
| d. Producing final report, presentation | Final report (*researcher*) (by <date>) |
| e. Sharing with relevant audiences | As determined by Sport Wellington (*in-house project champion*) (by <date>) |