Wheat Ridge Sustainable Neighborhoods Program

Project Plan Template

A project plan is a step-by-step guide that clearly explains how the neighborhood group created and implemented a project (workshop, event, etc.). Think of a project plan as a "grab and go" document for another neighborhood group interested in completing a similar project.

Each project plan earns a neighborhood 3 credits. A neighborhood may complete up to 4 project plans within each certification year. Completed project plans will be uploaded to the neighborhood's webpage and credits will be added to the neighborhood's credit widget. No form submission is necessary.

Project Name:

What type of credit-eligible activity is the project?

Please select the goal area(s) covered in this plan. Select all that apply.

Air   Water

Energy   People

Land

Project Timeline – What was the complete length of time it took to complete the project (planning, implementation, review)?

Materials Needed – What supplies and materials were needed to complete the project? List them here, along with any associated budget requests.

Phase 1 – Explain phase 1 of the project. List any milestones included within this phase.

Timeframe – How long did it take to complete phase 1 of your project?

Roles and Responsibilities – Describe each role and responsibility of phase 1, what duties each role incorporated, and list any outside organizations that were involved.

Marketing and Outreach – Explain the marketing and outreach components to phase 1 of the project. What channels were used? How many people were reached through these channels?

Additional Comments – Is there any other important information to include about phase 1 of the project?

Phase 2 – Explain phase 2 of the project. List any milestones included within this phase.

Timeframe – How long did it take to complete phase 2 of the project?

Roles and Responsibilities – Describe each role and responsibility of phase 2, what duties each role incorporated, and if outside organizations were involved.

Marketing and Outreach – Explain the marketing and outreach components to phase 2 of the project. What channels were used? How many people were reached through these channels?

Additional Comments – Is there any other important information to include about phase 2 of the project?

Phase 3 – Explain phase 3 of the project. List any milestones included within this phase.

Timeframe – How long did it take to complete phase 3 of the project?

Roles and Responsibilities – Describe each role and responsibility of phase 3, what duties each role incorporated, and if outside organizations were involved.

Marketing and Outreach – Explain the marketing and outreach components to phase 3 of the project. What channels were used? How many people were reached through these channels?

Additional Comments – Is there any other important information to include about phase 3 of the project?

Phase 4 – Explain phase 4 of the project. List any milestones included within this phase.

Timeframe – How long did it take to complete phase 4 of the project?

Roles and Responsibilities – Describe each role and responsibility of phase 4, what duties each role incorporated, and if outside organizations were involved.

Marketing and Outreach – Explain the marketing and outreach components to phase 4 of the project. What channels were used? How many people were reached through these channels?

Additional Comments – Is there any other important information to include about phase 4 of the project?

Phase 5 – Explain phase 5 of the project. List any milestones included within this phase.

Timeframe – How long did it take to complete phase 5 of the project?

Roles and Responsibilities – Describe each role and responsibility of phase 5, what duties each role incorporated, and if outside organizations were involved.

Marketing and Outreach – Explain the marketing and outreach components to phase 5 of the project. What channels were used? How many people were reached through these channels?

Additional Comments – Is there any other important information to include about phase 5 of the project?