

# Service Project: Planning Template



Project Name:

Short description of the project:

Goal(s): What do I want to accomplish?

- 1.
- 2.
- 3.

Objective(s): What needs to be done to accomplish the goal(s)?

- 1.
- 2.
- 3.

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**Resources:** What do I need to complete the project? Write down everything you will need to complete the project including any materials, expertise needed from others, funding, etc.).

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**Timeline:** How much time do I have to complete this project?  
Create a calendar with a start and end date for your project.  
Fill in dates when important “milestones” or activities must  
be completed.

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**Sharing Your Project:** What method(s) will you use to share the results of your project?

**Reflection:** How you will reflect on your project? This is an important step to gain a deeper understanding of what it meant in your personal growth, learning, and service to others.