



Project Planner

Project Stage:	Implementation Phase
Objective:	Record key information for pre, during and post projects which will be relevant for the reporting, evaluation and building awareness about the project as well as it will inform the second iteration.
Action needed:	Fill out the Pre project before the project, During the implementation and Post at the end. Fill this document online or on paper and share it with your Country Ambassador as you progress.
Responsible:	School [enter name]
Accountable:	Country Ambassador [enter name]

Project Planner

Project Details	
Project name	
School	
Contact person	
Grade / Students age	
Subject(s)	
Number of students	
Teachers	
Estimated duration	
Start date	
End date	



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Erasmus+ Programme
of the European Union

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Pre-Project

1. Learning outcomes

What do you want students to learn?

Identify 2-3 curricular learning outcomes for each of the subjects involved.

Identify transversal skills to be taught and assessed

- | | | |
|--|---|--|
| <input type="checkbox"/> Vision for a better world | <input type="checkbox"/> Embracing diversity | <input type="checkbox"/> Social Communication |
| <input type="checkbox"/> Responsible and critical thinking | <input type="checkbox"/> Collective efficacy | <input type="checkbox"/> Reflective learning |
| <input type="checkbox"/> Empathy | <input type="checkbox"/> Social resilience | <input type="checkbox"/> Collaborative planning and democratic decision making |
| <input type="checkbox"/> Self-efficacy | <input type="checkbox"/> Take the leap for value creation | |
| <input type="checkbox"/> Collective and creative problem solving | <input type="checkbox"/> Using resources well | |

(Note: Revisit this section once the project is over and add any unexpected learning outcomes)

2. Assessment

How will you be assessing the learning outcomes you identified?

Consider formative and summative assessment



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3. Reflection Methods

How individual, team and/or whole class will reflect during/at end of project

Tick all that applies

Journal/Learning
Log

Whole Class
Discussion

Other

Focus Group

Survey

4. Timeline & milestones

List key dates and important milestones for this project

(eg. check-ins, deadlines, meetings, exhibitions)



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5. Internal project presentation

How you will introduce/present the project to get students and stakeholders engaged.

Insert text here

6. Stakeholders

Whom do you think would be relevant to engage with? Think of people and organizations in your community, region or country that can make a relevant contribution to the project (public authorities, local businesses, social innovators, parents, local organizations, former students, experts, NGOs, and so on)

Insert text here



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7. Resources needed

Think about the facilities, equipment and materials you may need in your project and how you will get access to them.

Insert text here

8. External Project Presentation Showcase

How will you exhibit your lab work? Who will be the audience? When will it take place? Where?

Insert text here



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During the Project

1. SDGs

Think about the SDGs your project is contributing towards

Insert text

2. Local sustainability challenge

What is the local sustainability challenge your project(s) address(-es)?

Insert text



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3. Ideas and solutions

What are the ideas and solutions your co-creation team developed?

Insert text

4. Products

What does your co-creation team do/create/build?

(Presentations, performances, Products and/or Services)



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5. Improvement Areas

What can be improved during the project?

Timing	
Resources	
Project idea	
Teaching	
Team management	
Other (describe)	



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Post - Project

1. Project summary

Include student role, issue, problem or challenge, solution identified, action taken, and who were the beneficiaries

Insert text

2. Learning outcomes

What did the students learn? What changes did you notice in terms of their behavior, school results and classroom dynamic.



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3. Beneficiaries

Who were the beneficiaries of the project? How many people were impacted and how?

Insert text

4. Impact

What is the impact your project created inside your school, in your community and among the members of the lab?

Insert text



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5. Timeline

How long did it take you to implement the project and what are some key milestones?

Insert text

6. Changes

What changes do you think are necessary for the second iteration of the project?

Insert text





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