

Project Plan

Name of Project

The objective of a Project Plan is to clearly lay out how the project was chosen, what the purpose of the project is, and how the club plans on fulfilling that purpose. The plan serves as a helpful guide for similar projects your club may conduct in the future. Each Project Report is a document that can be shown at interviews to highlight public health work an individual has participated in. The report also informs other RIPHA chapter clubs.

Topic:

What is the topic you have chosen for the project?

Rational:

How did your club come to choose this topic?

Project Committee:

Names of individuals who will serve on the project committee. The committee will likely change from project to project. Committee members can be general members or on the e-board.

Goals:

What are some overarching outcomes you hope to achieve with this project?

Objectives:

What are some specific, measurable ways in which you will accomplish your goal(s)?

Timeframe:

What is the start date of this project? (this is when did you decided the topic)

What is your projected end date?

Implementation:

Create a list of *how* your club is going to achieve the goals of this project. For instance, if you are planning on putting up ‘anti-vaping’ posters, what steps will be taken to accomplish this? Note, this is a projection and will not be followed with perfect accuracy. A history of what *actually* occurred will be completed in the Project Report.