

# Small Project Planning Worksheet

## PROJECT \_\_\_\_\_

Scheduled date to do project. \_\_\_\_\_

Time allotted to complete project. \_\_\_\_\_

Number of children who will do project. \_\_\_\_\_

## MATERIALS

Figure quantity of materials needed to supply children.

Materials Needed	Expense
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>Total</b>	_____

Divide total cost of materials needed by number of children to arrive at cost per child.

**Cost per child** \_\_\_\_\_

Divide total cost of materials by number of projects which can be made to arrive at cost per project.

**Cost per project** \_\_\_\_\_

Things needed to be done to prepare for project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Jobs delegated to \_\_\_\_\_ Phone \_\_\_\_\_

Date preparation is to be completed. \_\_\_\_\_

Phone to double check on completion. \_\_\_\_\_

After project was completed—

Was project successful? \_\_\_\_\_

What went especially well? \_\_\_\_\_

What went wrong? \_\_\_\_\_

What improvements can be made in the future? \_\_\_\_\_

Attach explicit project instructions to reverse side for future information.