

PROJECT PLANNING TEMPLATE

Project Stages	Key Tasks	Action Issues
1. Planning	a. Identifying focus	
	b. Confirming scope	
	c. Inviting participants	
	d. Selecting information to collect	
2. Collecting the information	a. Reading documents	
	b. Conducting interviews	
	c. Conducting focus groups	
	d. Taking photos or video footage	
3. Making sense of the information	a. Identifying themes	
	b. Organising information to support themes	
	c. Selecting photos that illustrate themes	
4. Sharing the information	a. Deciding on a format for publication	
	b. Writing	
	c. Editing	
	d. Producing final report, presentation	
	e. Sharing with relevant audiences	