

**My project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Short description of project** (What? Where and when? Why? Who? …)

**2. Main goal(s) and objectives** (What do you want to achieve?)

**3. Project team** (Who is part of the team?)

**3. Project plan** (Who does what and when?)

*See project plan worksheet*

**4. Resources** (What do you need?)

**5. Constraints** (Which obstacles might get in your way?)

**6. Evaluation** (Did you achieve your main goal? What went well? What went wrong? Which difficulties did you encounter? How did you solve them? …)

**Project plan**

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| **Which steps do you have to take?** | **Until when?** | **Who is responsible?** | **√** |
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