Resource 1 Checklist for Effective Project Planning in Community Development

Use this checklist as a guide to completing the steps required to plan a successful community development project.

Step	Aim	Tools	Where to look	Check it Off ✅
Step 1	Identify the context, broad project goals and important relationships	Situational Analysis	Module 2 Resources 2, 3, 4 and 5	
Step 2	Understand the problem, identify objectives and create clear goals	Problem Tree	Module 3 Resources 6, 7, and 8	
		Objective Tree		
		Alternative Analysis		
Step 3	Find out who will be impacted by your project, how they are involved and how they might influence the project's success	Stakeholder Analysis	Module 4 Resources 9, 10, 11, and 12	
Step 4	Compare different intervention strategies relating to feasibility criteria and decide upon a specific initiative	Solution Analysis	Module 5 Resources 13, 14	
Step 5	Identify the specific activities and outputs that will help you achieve long-term change	Theory of Change	Module 6 Resource 15	
Step 6	Establish a group of activities and indicators to measure your project's ongoing success	Monitoring & Evaluation Analysis Plan	Module 7 Resource 16	
Step 7	Combine the elements of your project design into a single framework	Logical Framework	Module 8 Resource 17	
Step 8	Understand the gender context, analyse gender dynamics and explore how these will affect your project	Gender Analysis	Module 9 Resource 18	