



'Youth in Action' Programme



## Project development steps

### STEP 1

**Needs analysis – Why this project is needed? For who is it needed?**

**E.g.**

- What are the challenges faced by the people of the community you live in?
- What are their priorities, their main needs?

Please describe:

### STEP 2

**Defining the aim – What is the project for?**

The aim should be expressed in one or very few sentences that contain the essence of the project and can be read almost independently from the rest of the project. Please describe.

**Guiding questions:**

- What is your project for? (Reason)
- What do you want to achieve/change (within your community, region)? (Impact)

**Our aim is...:**



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### STEP 3 Defining Objectives

So, concretely, how are you going to achieve the aim of your project?

#### Examples for guiding questions:

What should the people learn during the project?  
What necessary steps do you need to take in order to achieve the aim?  
What would be possible outcomes of the project?

#### In detail:

1. Specific – Objectives should specify what they want to achieve.
2. Measurable – You should be able to measure whether you are meeting the objectives or not
3. Achievable - Are the objectives you set, achievable and attainable?
4. Realistic – Can you realistically achieve the objectives with the resources you have?
5. Time(d) – When do you want to achieve the set objectives?

Are your  
objectives  
**SMART?**

Specific  
Measurable  
Achievable  
Realistic  
Timed

### STEP 4 Defining the Methodology – Activities – How?

Think about possible activities, which might help to achieve your objectives and lead you towards reaching the aim of the project. Please describe.

#### Guiding questions:

- When are you going to do what?
- What will be done for preparation, implementation and evaluation?
- Which activities will be on local and national level and which - on international one?
- Are all your objectives covered by the activities?

#### Planning



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**Implementation** (e.g. programme/list of activities (workshops, discussions...) corresponding to the defined objectives and the quality criteria; aiming at 'visibility' ;)

**Follow-up:**

- to spread the outcomes of the project (in your own community and in the communities of the partners/participants), share best practises;
- which activities are going to follow-up your project (initiatives of participants, communities)