

# Filling out the CEDS Project Form

## CHECK OUT THESE EXAMPLES

Fill out the blank project form as best you can.

Not all sections need to be filled out. (See example 1)

Be brief: Ideally each project should be around a half page when all sections are filled in. (See example 2)

Still confused?

"As always I am here to help you."

-Kristina

kRandrew@bbna.com or 907-842-6223.

Example 1: Get it on Paper

### PROJECT #1: THE NAME OF PROJECT

**Project Description:** (Insert a one-two sentence description of your project idea.)

**Key project Contact:**

Name: John Smith

Title: The General Manager

Organization: ABC123 Corporation

If you have an idea but not sure about the details, use the

**Get it on Paper Example.**

Example 2: Gold Star

### PROJECT #2: THE NAME OF PROJECT

**Project Description:** (Insert a one-two sentence description of your project idea.)

**Outline of Steps:** (List out all the steps needed to complete this project -Be brief.)

**People/Organization Responsible for Completing Steps:** (Who are your partners? Are you working with others to get this done?...Its fine if its just your organization.)

**Cost Estimate:** (If you know the cost, timeline and funder(s) put that in here.)

**Evaluation Measures:** (How will you know this project is successful? What numbers can you measure? Jobs created? Money Saved? People Trained?)

**Key project Contact:**

Name: John Smith

Title: The General Manager

Organization: ABC123 Corporation

If you have a project plan with details mapped out, use the

**Gold Star Example.**