



Ministry: _____

Project: _____

1. WHAT?	Give a detailed description of event.
2. WHY?	Provide justification as to why this result is a reasonable expenditure of the limited resources of time, talent and money.
3. WHO?	Identify the number of volunteers needed and the spiritual gifts recommended for each task. Estimate the number of hours per week they will be donating and the duration of their commitment.
4. WHEN?	When will goal or event start and end? Give specific dates.
5. WHERE?	Where will you do it? Identify any support facilities needed for the program.

6. HOW?	How will you do it? Provide step-by-step process and timeline.
7. COST?	How much will it cost? Tie your budget to the fore mentioned steps and timeline.
8. RESULTS?	Give specific measurable outcome stemming from this goal or event.



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8. RESULTS?	