

Identify needs within the Club Development Plan

Identify sources of possible funding

Carefully read the guidance notes

Appoint a project committee and co-ordinator

Plan your project

- Who are you going to target?
- What are you going to do and what are your objectives?
- How are you going to do it?
- Impact?
- Costs?

Governance requirements

- Constitution
- Child Protection Policy
- Equality Policy
- Access Agreement

Project Delivery:

- Ensure deadlines are met
- Delegate tasks
- Host regular development meetings
- Monitoring of targets

Capital Projects:

- Lease/Deeds*
 - Planning Permission*
 - Partnership Funding*
 - Appoint Design Teams
 - Building Control (if applicable)
- *Key for state of readiness

Close Project

- Note any learning points
- Publicise project successes
- Submit any monitoring reports ; did you meet your objectives?