Project Formation Checklist

➢ Discuss project idea with your Dean or Director or immediate supervisor
Establish feasibility for the project early on to avoid spending significant time preparing a project or proposal that is rejected internally. Your dean or director will help identify which areas of the project pose potential concern or could be refocused, and help to determine if the project is suited for internal or external funding opportunities.

➢ Review alignment with Washburn University’s mission and strategic plan
All projects will be reviewed for adherence to Washburn University’s mission and strategic plan before they are submitted to a sponsoring agency. Do a review in advance to design your project accordingly.

➢ Create project plan or case statement that includes:
  ▪ Problem or need your project will address
  ▪ Vision (bigger picture results from your project)
  ▪ Goal/mission (what your project contributes to achieving the vision)
  ▪ Activities (itemized tasks to complete the project)
  ▪ Timeline (breakdown of when activities will occur)
  ▪ Objectives (desired results from project activities)
  ▪ Project Leadership (who are they, what is their expertise)
  ▪ Population Served (who will benefit from the project)
  ▪ Community Partners (who will help complete the project)
  ▪ Amount Needed to Achieve Desired Results

The project plan does not need to be exhaustive, but by preparing this information early on you create a tool for matching funders to your project and preparing grant proposals.

➢ Conduct a scan for similar projects or overlap
Other organizations in the community or universities may be doing similar projects. Reviewing their best practices and the challenges they have had will not only strengthen your project plan but also help to identify what makes your project unique. Many funders are interested in projects that build on practices that are working instead of duplicating ongoing activities. This will help you build the case for the project and why you are the best group to lead it.

➢ Search for a partnering unit on campus or organization in the community
Projects that involve multiple stakeholders are appealing to funders because they indicate preparation and commitment. Often there are other units on campus that have overlapping goals but different approaches. A proposal with secured partnerships can mean a larger funding request, additional project support, and greater outcomes on the population served.