

**Project Planning Tool**  
**Ohio Arts Council**

**\*\*You will complete one of these forms for each Goal that you develop.\*\***

**GOAL #1:**

*What do we want to accomplish? (Take this from the Organizational Goals Worksheet)*

<b>Action Steps</b>  <i>Individual tasks that must be completed to achieve the goal.</i>	<b>Responsibility</b>  <i>Who will do the tasks?</i>	<b>Resources Needed</b>  <i>How much will it cost?</i>	<b>Completion Date</b>  <i>When will the task be completed?</i>	<b>Documentation/Evaluation Methods</b>  <i>How will we know when the task is completed?</i>
1.				
2.				
3.				
4.				

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