



Community Service Project Planning Worksheet

A simple planning tool for turning a good intention into a safe, useful community project.

1. Project Basics

Project name	
Community or location	
Planned date	
Who will benefit?	

2. What Need Are You Addressing?

Describe the problem, need, or opportunity you noticed.

3. Your Goal

Write one clear result you hope to accomplish. Keep it realistic, specific, and useful.

4. Plan the Work

☐ I know what I will do and what I will not do.
☐ I have checked whether permission is needed.
☐ I have the tools and supplies needed.
☐ I have considered safety risks.
☐ I know how I will document the result.

Supplies needed	
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People helping	
Permission/contact	
Estimated time	

5. Action Steps

Step	What needs to happen?	Who?	Done
1			■
2			■
3			■
4			■
5			■

6. After the Project

What changed? What would you do differently next time?
