



Project Action Form

What is your name?

What is the title of your project?

What is your most reliable contact information?

(Email/Phone, etc.)

What is the timeline for this project? *List each deadline below that you want to set for yourself. All Applications are due Nov. 9th*

| Community Research Complete | Com. Partner & Mentor Selection | Finalize Resume | Complete all Application Forms | Turn in Application |
|-----------------------------|---------------------------------|-----------------|--------------------------------|---------------------|
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PHASE I: The Basics and Beginning Research

| What are your passions that inspire you to want to complete this project? | What strengths and skills do you think you bring to this project? |
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Project Action Form

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| What community need are you looking to meet? | What population do you hope to work with in this project? Why this specific group? |
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| What research have you done about this community need and the population it affects? | What community organizations (if any) are working with this population or trying to meet this need? |
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| Have you reached out to these organizations? If not, what community partners do you hope to work with? | What from your research has shown you that your specific project is both needed and potentially impactful? |
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PHASE II: Project Goals, Timeline, and Evaluation

What are your specific goals for this project?

For best success, create S.M.A.R.T. goals (Specific, Measurable, Attainable, Realistic, Timely)

What personal areas of growth/goals do you have? What skills, strengths, or experiences do you hope to develop?

How do you plan to both complete your project by the end of the semester but make it and sustainable long-term?



Project Action Form

How will you measure the impact of the project and know you met your goals? (Quantitative or Qualitative Pre/Post Surveys, Focus Groups, Interviews, # of Volunteers, etc.)

What is your specific timeline for this project?

**Expand on additional paper as necessary.

| Action Item | Due Date |
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PHASE III: Engaging and Educating Others

Who are you asking to be your staff/faculty mentor? Why? Does this person have the time to support your project?

Who will you collaborate with to implement this project? (Fellow peers, volunteers, community members, etc.)

What marketing tools will you use to recruit them? How will you support and train them?

How will you educate the Brandeis and local community about your work? What tools will you use? (Flyers, social media, newspaper, presentations, etc.)



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Phase IV: Barriers and Budgets

What are potential challenges and obstacles could come up during your project? How may you face these challenges?

What materials do you need in order to meet your goals? How much might these cost?

**Use this info to fill out your budget proposal form later.

| Material Needed | Quantity (if applies) | Approximate Cost |
|-----------------|-----------------------|------------------|
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Phase V: Final Logistics

When have you met with each of the following people? (Put date you met in box)

DCS Staff Member

Hiatt Career Center

Community Partner

Staff Mentor

(Info session or 1-on-1)

(Resume)

Have you completed the following additional forms to go with your application? (Put Date Completed in Box)

Project Action Form

Budget Proposal

Letter of Support

Financial Need Form (Optional)

Do you have any final thoughts or ideas you don't want to forget? Put them below.