Participatory Project Plan

A Living Template for Community-Designed Initiatives

Purpose of this tool

A one-page-plus living template for co-designing a participatory community project. Fill this in together with the community — not alone at a desk. Revise it as the project evolves. Keep it visible.

How to use this document

This template is designed to be filled in directly — on screen or printed. Fields marked with a dotted underline are for your input. Sections in blue boxes are guidance or instructions. You can adapt the language to fit your local context.

This is not a grant application form. It is a working document for you and your community. Use plain language. Update it often. The quality of this document is measured by whether the community recognises their own voice in it.

Section 1 – Shared Purpose

Write one or two sentences that describe what you are trying to change together — in the language the community would use, not in project language.

Our shared purpose:

How was this purpose statement developed? (Who was involved, how was it agreed?):

Section 2 – Community Priorities

The two or three issues this project addresses — derived from your listening process. Use the community's own words where possible.

#	Priority (in community's words)	How we know this matters (source)
1		

2		
3		

Section 3 – Participatory Activities

The specific sessions, events, or processes you will facilitate. Each activity should have a clear participatory purpose — what decision, insight, or relationship is it building?

Activity / Session	Participatory Method	When / How Often	Intended Outcome

Section 4 – Roles and Responsibilities

Who does what — distributed genuinely, not nominally. Community members should hold real responsibilities.

Person / Group	Responsibility	How they were involved in deciding this

Section 5 – Boundary Partners

What is a Boundary Partner?

In Outcome Mapping terms, Boundary Partners are the people your project works with most directly — those whose behaviours, relationships, and actions you can influence but not control. Naming them now anchors your monitoring in Topic 3.

Boundary Partner (name or group)	Their current relationship to the issue	The change we hope to see in them

Section 6 – Milestones and Check-ins

Not a rigid timeline, but moments to pause and ask: Are we still aligned with what the community wants? What needs to shift?

When	Check-in Question	Who is involved in this review

Section 7 – Sustainability Question

A participatory project should build community capacity — not dependence on the facilitator.

What happens when I step back from this project? Who carries it forward?

What skills or relationships are being built in the community through this project?

What structures or habits do we want to leave behind?

Last updated:

Date: _____ By: _____ With: _____

Remember: A good project plan is revised often. If this document looks the same after three months, something is wrong.

This publication was co-funded by the European Union. Its contents are the sole responsibility of the author and do not necessarily reflect the views of the European Union.