



Eastern Region Training and Technical Assistance Center

Project Planning and Development Training

Tentative Agenda

Day One

Registration Opens at 8:30 AM; Training Starts at 9:00 AM

Registration

Welcome and Introduction to Project Planning and Development

Overview of the Administration for Native Americans

Community-Led Planning

Break

Forming a Project Planning Committee

Methods of Engagement

Lunch (on Own)

Identify Long-Term Community Goals

Conduct a Community Assessment to Identify the Problem(s)

Break

Identify the Barrier or Issue to Overcome

Determine the Project Goal

Day Two

Training Starts at 9:00 AM

Review of Day One

Define Project Objectives

Break

Identifying Resources

Asset Mapping

Lunch (on own)

Develop a Work Plan

Break

Creating a Project Approach

Day Three

Training Starts at 9:00 AM

Review of Day Two

Develop a Project Evaluation Plan

Identify Potential Challenges

Develop a Sustainability Strategy

Break

Organizational Capacity and Staffing Plan

Lunch (on own)

Prepare a Line-Item Budget and Budget Justification

Next Steps and Closing

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