**FAN Project Planning Tool**

Beginning a project can be challenging. This project-planning tool contains questions that will help you narrow your focus and begin planning some of the concrete actions and steps to bring your ideas to fruition. This project planning tool is a simplified and customized version of the AAP’s Community Pediatrics Training Initiative Project Planning Tool, which can be found [here](https://appd.s3.amazonaws.com/docs/meetings/2017SpringPresentations/WS14HO3.pdf).

Section 1: Choosing a project

1. What problem/issue are you trying to address?
   * Consider: What are current EMS issues in your state? Which of these is the biggest problem?
2. Who should be involved?

Who is impacted by this issue? (*Whose voices need to be heard*?)

* + Who is your audience for this project? (*Who will your project reach? Who is expected to act?)*
  + Who are your partners for this project? *(Who can help you implement your project? Who can provide funding?)*

1. What resources are available/will be required?
   * What data/information about this population or issue do you already have access to?
   * What data/information about this population or issue to you need to find?
   * What resources for this population or issue already exist in my community?
   * What resources for this population or issue already exist in my state and region?
   * What resources for this population or issue already exist nationally?

Section 2: Creating Project Plan

1. What are your goals for this project? Remember, goals are broad, conceptual statements that may or may not be measurable. The goals you write here are where you want to end up.
2. What are the SMART Aims for your project?

For an aim to be SMART it must be: **S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-bound. Your SMART aim should answer the following questions:

* + What are you going to do?
  + How will you do it?
  + When will it be completed?
  + How much change are you expecting?

*An example of a SMART Aim is: By August 26, 2022, 20 FANs will have reviewed the FAN Project Planning Tool at the All FAN Meeting.*

1. With your goals and SMART Aims in mind, what are the steps you need to take to begin your project? If you can, set deadlines for each of these steps to aid with completion.
2. What materials do you need for this project? List them, their quantities, and their prices here.

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| **Project Category** | **Task** | **Start Date** | **End Date** | **Complete** |
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