

Project Planning Form

Ministry area:	Date submitted:
Ministry Leader:	Planned commencement date:
Project Coordinator:	Planned completion date:
General description of project:	
Budget status: Is it budgeted for? Y / N Has finance been approved for the whole project? Y / N	Source of additional funding (if needed): Comments:
Areas to be completed by church volunteers:	
Areas to be completed professionally (invoicing the church):	

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Materials costs (please list items and prices)

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Areas requiring quotes:

Quotes received (2 minimum)

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Ministry Leader _____ *Signed* *Date* / /