

CHECKLIST OF PROJECT PLANNING RESOURCES

Our free project planning resources will help you understand how to get your Digital Champion project off to a great start (www.digitalunite.com/project-planning-toolkit). Use this checklist to help you choose the resources most relevant to you, and to track your progress.

1. Create a project vision and plan

- ☐ [Project vision template](#)
- ☐ [Project planning template](#)
- ☐ [Case studies from other projects](#)

2. Get your organisation onboard

- ☐ [Getting others onboard bite-sized course](#)

3. Form partnerships

- ☐ [Working in partnership](#)
- ☐ [Guide to public/private partnerships](#)
- ☐ [Find local digital inclusion support](#)

4. Secure funding

- ☐ [Budgeting for your project](#)
- ☐ [Fundraising](#)
- ☐ [NCVO planning and budgeting](#)

5. Find out what people want

- ☐ [Tips for finding out what people need \(our guide\)](#)

6. Recruit Digital Champions

- ☐ [DC role description](#)
- ☐ [Top tips for recruitment](#)
- ☐ [Advice on recruiting DCs from Kent Country Council](#)

Our Digital Champions Network (www.digitalunite.com/products/digital-champions-network) delivers award-winning training and support that provides everything you need to turn staff and volunteers into Champions who can help others.