

presents

Simple Steps to PROJECT PLANNING

If your organisation is planning an event or community program, wants to improve its facilities, or is seeking grant funding for a future project - then this workshop can assist you!

You will learn about:

- Recognising the benefits & value of project planning
- Understanding project planning components & processes
- Tips & tools to assist in developing your Plan
- Developing a basic Plan for your Project

By the end of this seminar you will:

- Understand the need for planning and management
- Know how to identify & describe Scope, Need & Sustainability
- Understand the importance of risk management
- Understand the value of a SWOT analysis as a planning tool



WORKSHOP DATE

Wednesday 16th March

8.30 am to 12.30 pm

**KBCCI Function Room
Suite 5/58 Egan Street,
Kalgoorlie**

Morning Tea provided

Cost: Free

Please register your attendance
by email to admin@rdage.com.au

Places are limited

PRESENTER

JODIE MORTADZA: Jodie's business is *Consult, Innovate, Create*, she lives in the Wheatbelt region or WA.

Jodie works with community groups and organisations on project planning & management, organisational planning & development, social research, event coordination and grant & tender submissions.

FOR FURTHER INFORMATION PHONE CARLA ON 9091 6051