

LOCAL GROUPS PROJECT PLANNING CHECK LIST

Please discuss this checklist with the Communications Team via membership@ywca.org.au, who may put you in touch with your local office for further support and liaison. This list is not exhaustive: please consider other planning, implementation, risk management and reporting requirements.

Group Name:

Project Title:

Item	Status/Comments
Planning	
Have you discussed your idea with the Communications Team contact person?	
Have you submitted your Project Proposal?	
Does your initiative include a Budget?	
Have you planned out your activities in a timeline?	
Promotions and Marketing	
Have you considered promotions and marking requirements (e.g. flyers, media release?)	
Have you planned out your promotional activities in a timeline?	
Have you discussed specific requirements with the YWCA Australia Communications Team and received sign off?	
Social Media	
Have you considered social media strategies?	
Have you compiled a plan/ schedule for the Communications Team for consideration and action?	
Have you provided content to the Communications Team for consideration and action?	
Have you got photo consent from your audience if hosting an event?	
Pre-event, launch, campaign	
Have you considered requirements for set up and preparation work before the event or campaign?	

Have you considered the resources you will need (e.g. volunteer time, delegated roles, staff support, etc.)	
Have you considered accessibility for your event? (e.g. wheelchair access, reader accessibility, AUSLAN interpreters, etc.? Click here for accessibility checklist.	
Risk management - Have you considered risks and risk mitigation strategies?	
Risk management - Have you compiled a risk register?	
Risk management - Have you reported any risks to the Communications Team?	
Event, launch, campaign	
Have you considered requirements for the running of event or campaign (e.g. volunteers, materials, venue requirements, logistics, etc)?	
Post event, launch, campaign	
Have you considered requirements for packing down or wrapping up the event, or campaign?	
Wrap Up and Reporting	
Have you completed your project and financial reporting requirements?	
Do you have any feedback for YWCA Australia about the event or campaign?	
Can you provide YWCA Australia with photos or a reflection piece/blog?	
Do you need to issue thank you letters?	