

Glossary

Action plan, actions

A list of tasks that need to be completed, including by whom and in what timeframe for the overall goal to be achieved

Community needs assessment

An organised and methodical evaluation of the target community's current and future requirements and deficiencies

Elevator pitch

A short, punchy introduction outlying the key goal of a project, the problem it addresses and how the listener can help

Evaluation

Judging how successful or effective a project has been. An evaluation plan outlines measures against which criteria the project will be assessed

Global grant

A financial support system of Rotary international in which project holders can apply to in order to fund large international activities with sustainable, measurable outcomes in one or more of the six areas of focus.

Goals

The broad aims of a project

Implementation

Acting on your plans and enacting your project

Indicators

Markers of performance in a particular area which are used to track progress in achieving part of a project

Mission

The purpose, business and values of an organisation or project

Monitoring

The process of collecting and analysing data as you go in order to keep track of the project

Objectives

Specific aims or goals for project. This can be articulated but the SMART acronym – Specific, Measurable, Achievable, Realistic, Time-framed.

Outcomes

In broad terms, what your organisation or project is hoping to achieve by the end of a project or endeavor

Purpose

A simple explanation of what your project is setting out to do

Reporting

Communicating to stakeholders on the progress of the project and any results from monitoring and evaluating studies

Scope

The range or extent of a project, containing the key information a person or club would need in order to understand what your project is about, so that they can determine if the project is appropriate and feasible for them to consider further

Strategic plan, strategies

Description of what you are going to do to achieve the goals/outcomes

Sustainability

The ability to keep going into the future. For Rotary projects, providing long-term solutions to community problems.

Sustainable development

“Development that meets the needs of the present without compromising the ability of future generations to meet their own needs” (Brundland)

Target

Precise, numerical valued and time-based outcomes

Vision

Clear, inspiring, “big” picture of what your organisation or project would like to achieve sometime in the future