PROJECT SCOPE CANVAS

WHY THIS TOOL MATTERS?

The Project Scope Canvas is a simple visual tool that defines a project's boundaries, objectives, and key elements in one place. It reduces misunderstandings and ensures that youth, partners, and stakeholders share the same vision. Especially in the early stage, it prevents "mission creep" and provides a solid base for realistic planning.

HOW TO USE IT?

1. Prepare the canvas (sections: Goals, Target group, Activities, Resources, Risks, Success criteria).
2. Fill it with the team, step by step.
3. Validate alignment with values and feasibility.
4. Keep it visible and revisit mid-project to adjust.

TIPS

- Use simple words and visuals for accessibility.
- Combine with Stakeholder Mapping or Needs Analysis for more context.
- Try digital tools (Miro, Canva, Mural).

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Project number: 2024-2-FR02-KA220-YOU-000293524

MEDIATE YOUR FUTURE

TEMPLATE

Project Scope Canvas

1 - PROJECT GOALS

What do you want to achieve?

Main Goal(s)	Why is it important?	Expected Impact on Youth / Community

2 - TARGET GROUPS

Who are the beneficiaries?

Group (Youth, Schools, Community, etc.)	Needs / Interests	How will they benefit?

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3 - KEY ACTIVITIES
What will you organise?

Activity	Description	Timeline	Responsible

4 – RESOURCES
What do you have / need?

Resource Type (Financial, Human, Space…)	Available	Needed	Source / Partner

5 – RISKS
What could stop you or limit success?

Risk	Likelihood (High/Medium/Low)	Impact (High/Medium/Low)	Mitigation strategy

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6 - SUCCESS CRITERIA
How will you know if you succeeded?

Criteria	Indicator	How to Measure?	Target Value

7 - PARTNERS & STAKEHOLDERS
Who supports or influences your project?

Partner / Stakeholder	Role / Contribution	Engagement Strategy

TIMELINE
Key phases and milestones

Phase	Key Milestones	Deadline	Responsible

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