

PROJECT MEMO

As approved by the board on 15/03/2026


1. Purpose

This document specifies how projects in CodeCrucible should be planned, documented and reported.

2. Principles

1. CodeCrucibles work is largely organized in projects.
2. The projects should contribute to the mission of CodeCrucible.
3. Each project should aim for at least 50% of the attendees of the project to be girls.

3. Planning

1. Before starting a new project, a project plan should be written. The project plan should include:
 - a. A project manager.
 - b. Other individuals involved in the project.
 - c. How to conduct the project.
 - d. Number of beneficiaries and the age group.
 - e. A budget.
 - f. How to measure the impact of the project.The  Project Plan Template should be used.
2. The plan should be sent to the board for approval before the start of the project. When considering approval of a project plan the board takes, among other things, into account:
 - a. If the proposed project manager has enough experience within CodeCrucible and/or the community.
 - b. The feasibility of the project.
 - c. If the project contributes to CodeCrucible's mission.
 - d. If the project budget is within the limits of CodeCrucible's budget.

4. Documentation

To prepare for writing the retrospect (section 4), documentation should include for example:

1. The number of beneficiaries per day, including gender statistics.
2. Development of the project.
3. Obstacles along the way.

5. Evaluation and Retrospective

1. For projects with a timeline over 1 month, partial evaluation reports should be made after each month, following a similar structure as the project retrospective below.
2. After the project, a retrospective should be written according to the [Project Retrospective Template](#) .