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From **Needs** to **Action**

Inclusive Project Planning





What Does “Inclusive” Mean in Project Planning?



**Inclusive project planning means
designing with equity, accessibility, and
participation at the core.**

**It's not just about inviting everyone—it's
about making sure everyone can truly
participate.**

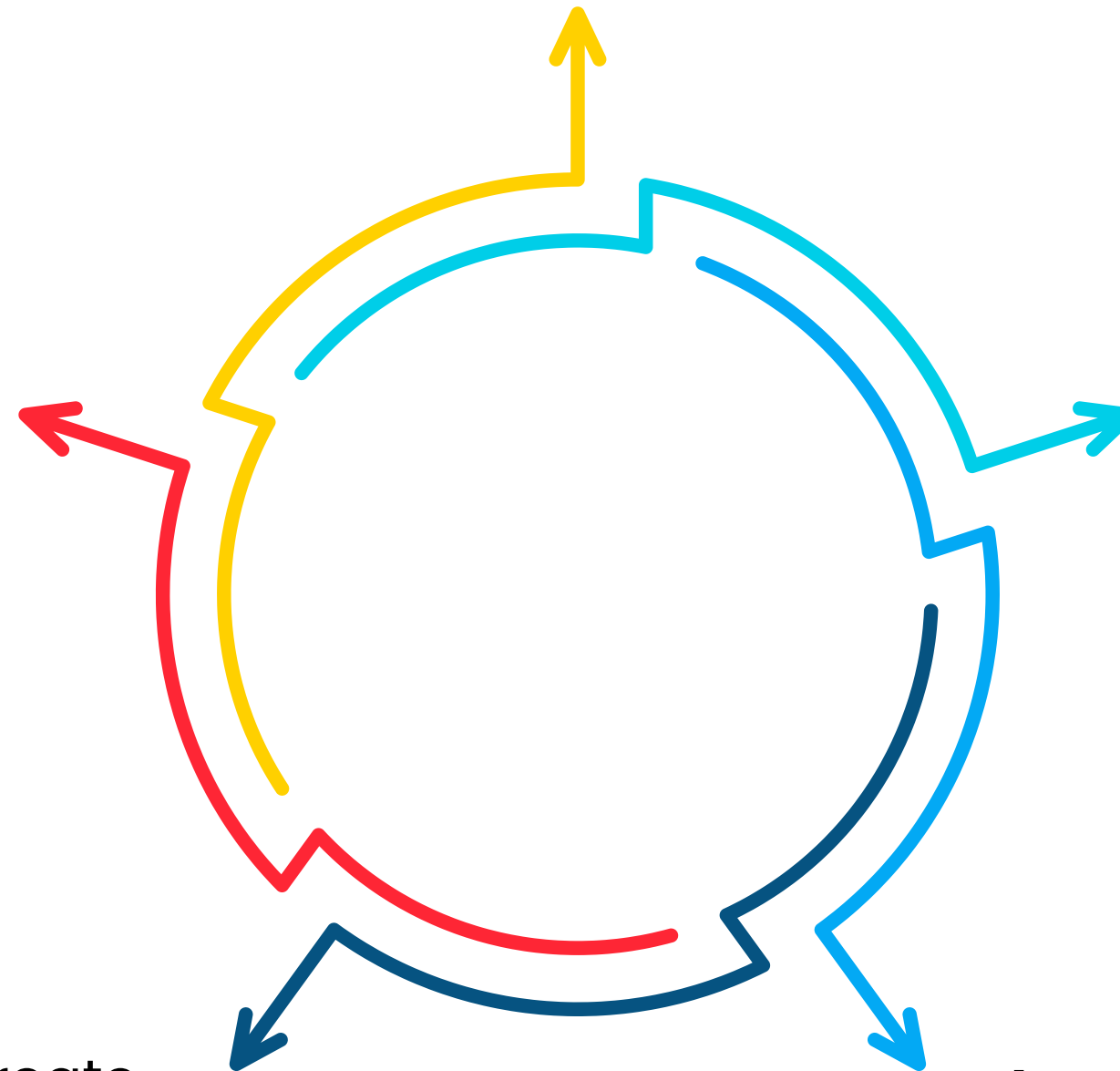
Representation matters: Ensure diverse voices and life experiences are involved from the beginning, especially those of marginalized or underrepresented groups.

Actively challenge barriers: Identify and remove social, cultural, and systemic obstacles to participation.

Accessibility by design: Plan activities that are accessible across physical, digital, cognitive, and linguistic dimensions.

Safe & brave spaces: Create environments where all participants feel respected, seen, and empowered to speak up.

Shared ownership: Youth should be not just beneficiaries but co-creators and active decision-makers.



Nothing about us without us





Every impactful project begins with a clear understanding of real needs.

When we focus on needs—not assumptions—we design projects that matter and truly serve people.



Why it matters



Relevance: Projects that address real needs are more likely to engage participants and create positive change.



Empowerment: Identifying needs with the community gives people agency and voice in shaping solutions.



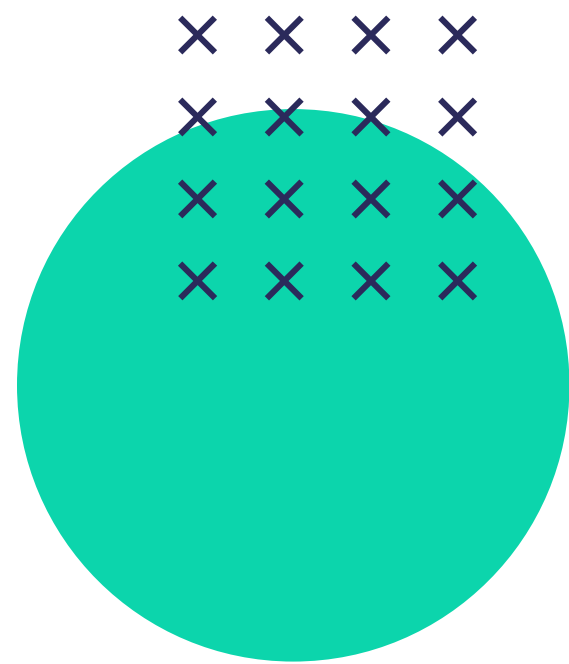
Sustainability: Solutions rooted in real problems are more likely to last and be replicated.



Equity: Focusing on needs helps uncover invisible inequalities and include those often left behind.



The Power of Non-Formal Education



Non-formal education is a powerful way to learn through experience, reflection, and collaboration.

It creates space for young people to develop skills, values, and ideas that go beyond the classroom.



Empowering: Builds confidence, teamwork, empathy, and leadership.



Reflective: Learning comes not just from doing, but from thinking about what we do.



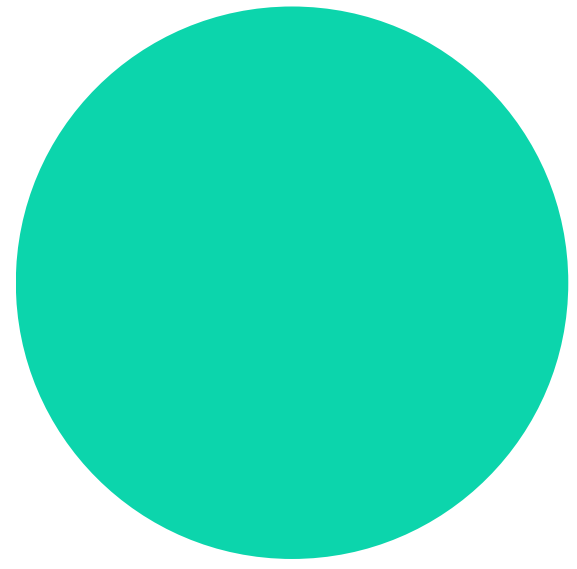
Voluntary & learner-centered: You choose to be here. Your voice shapes the experience.



Participatory & inclusive: Everyone is invited to contribute, and every contribution matters.

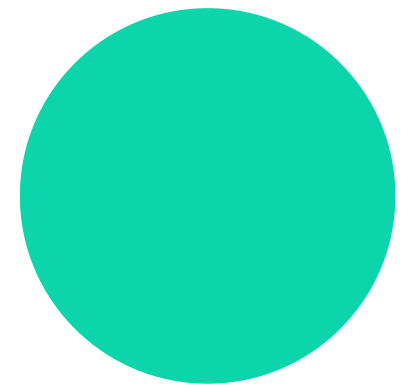


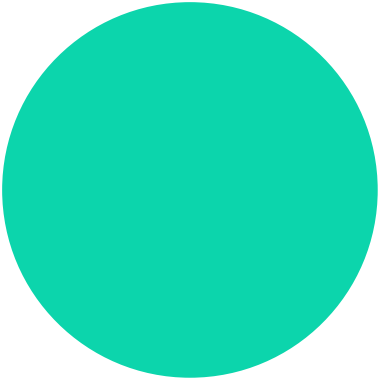
Based on real life: Activities reflect real challenges and promote practical problem-solving.



**“Tell me and I forget. Teach me and I
remember. Involve me and I learn.”**

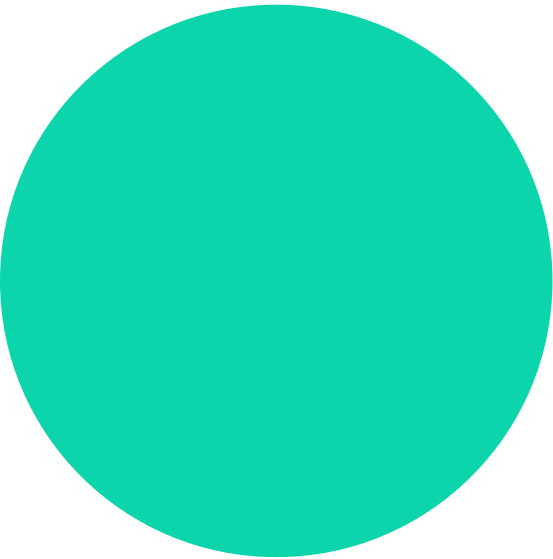
Benjamin Franklin





Basic Needs

**Essential for survival, health, and
physical safety.**

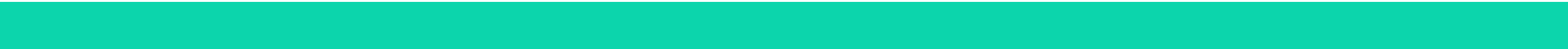


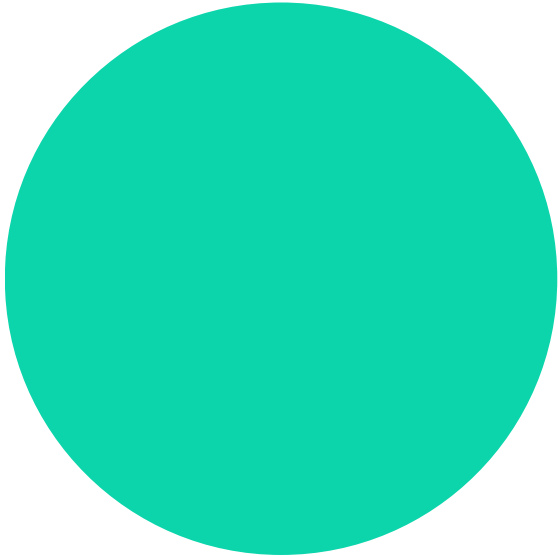
Examples:

Food, clean water, shelter

Access to healthcare

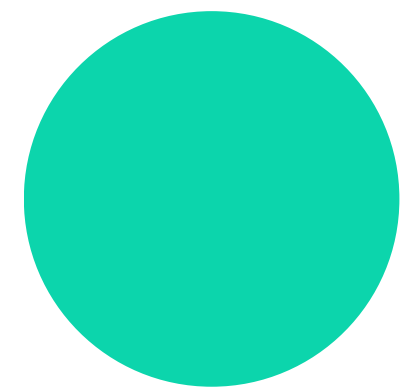
Personal safety and protection

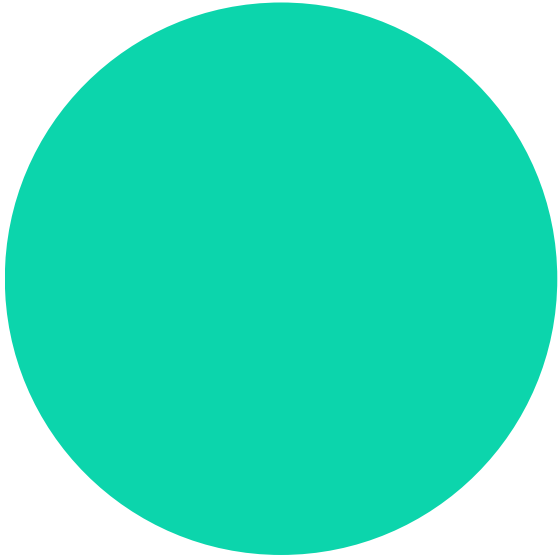




Educational Needs

**Related to learning, access to
education, and skills development.**

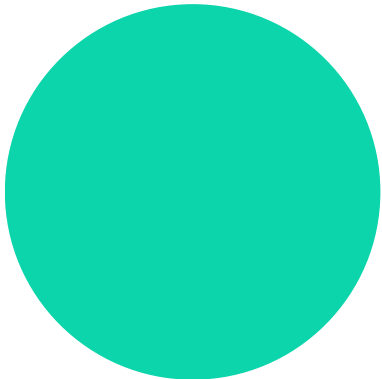




Educational Needs

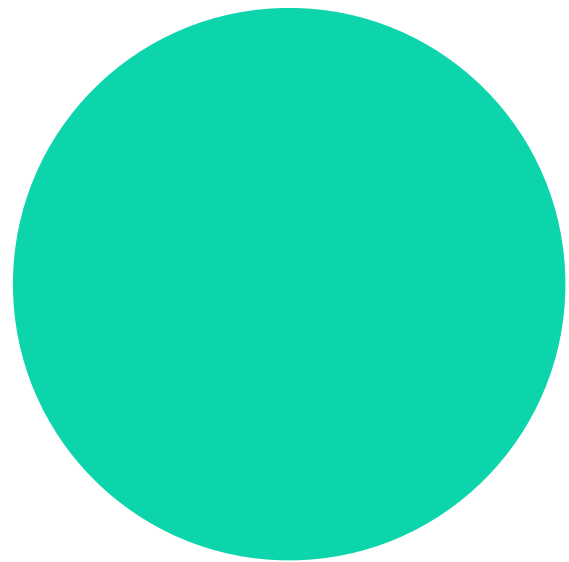
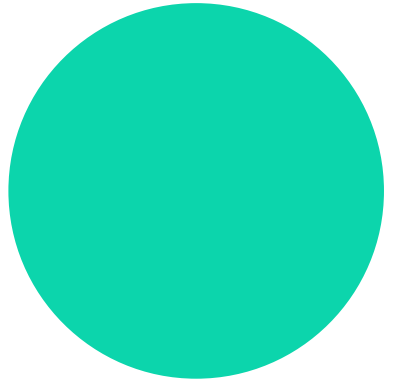
Related to learning, access to education, and skills development.

Examples:

- Lack of basic or digital literacy
 - Need for training or career guidance
 - Language support
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Social Needs

**Connected to relationships, belonging,
and community inclusion.**

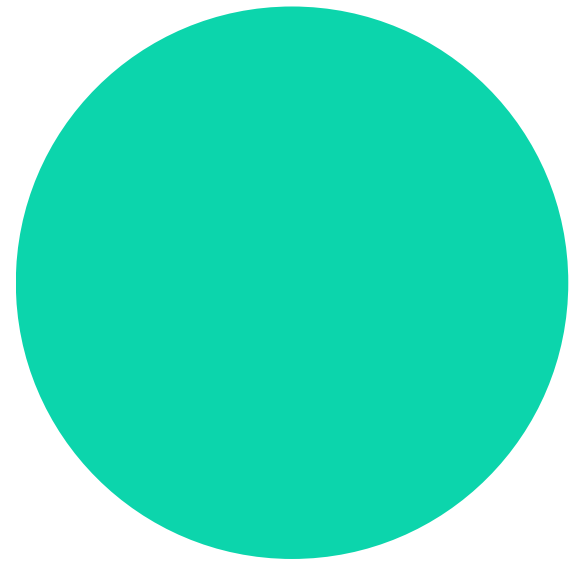


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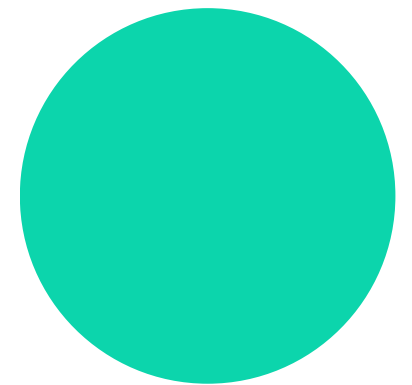
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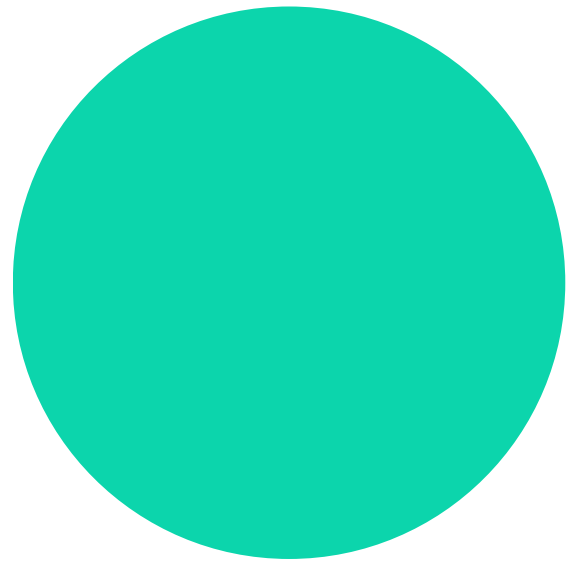
- Feeling accepted and part of a group
- Opportunities for socialization
- Avoiding loneliness or discrimination



Emotional & Psychological Needs

Often invisible but crucial for mental well-being and resilience.



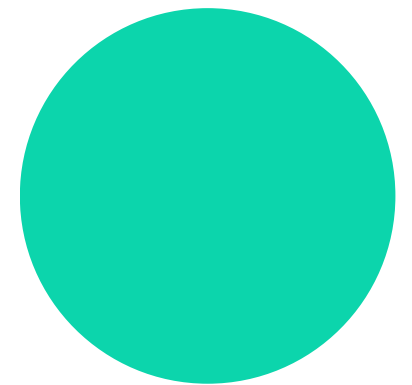


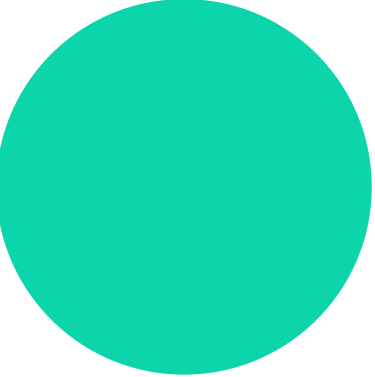
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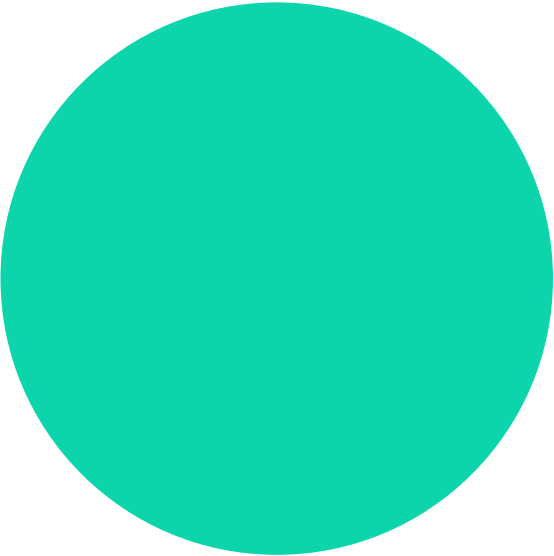
- Self-confidence and self-worth
- Feeling heard and valued
- Support after trauma or exclusion

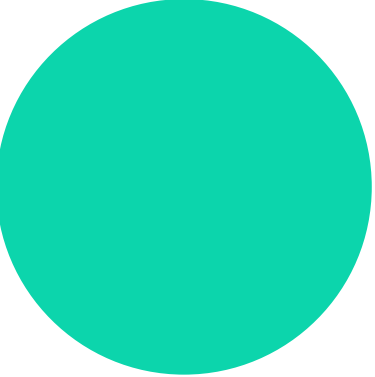




Participation & Empowerment Needs

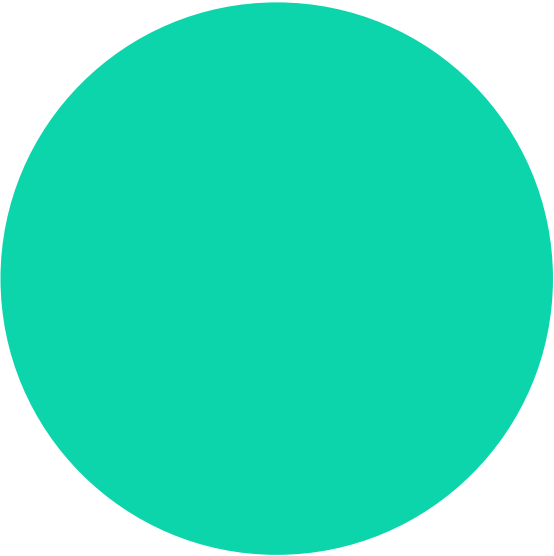
**Linked to agency, voice, and the right
to influence decisions.**

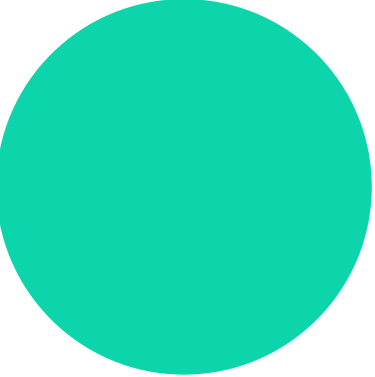




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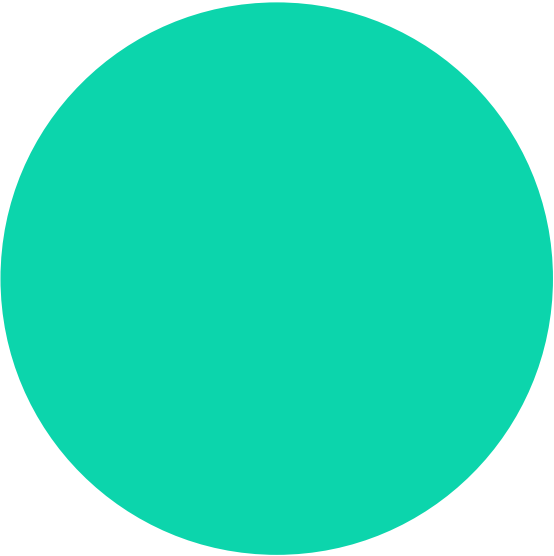
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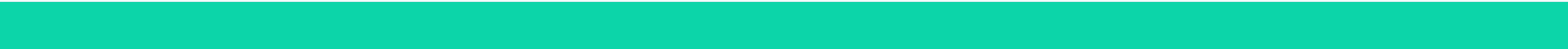


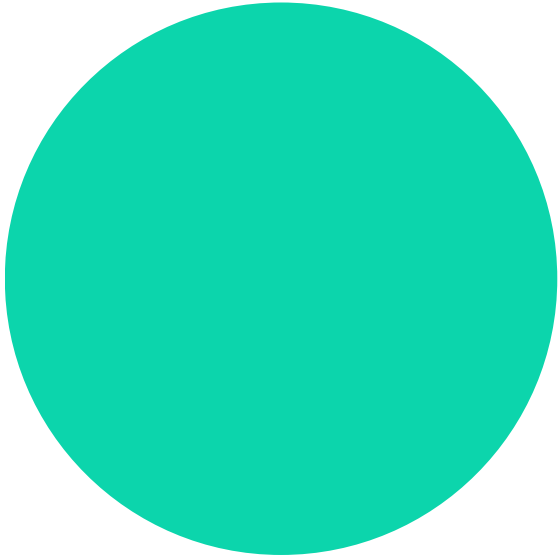
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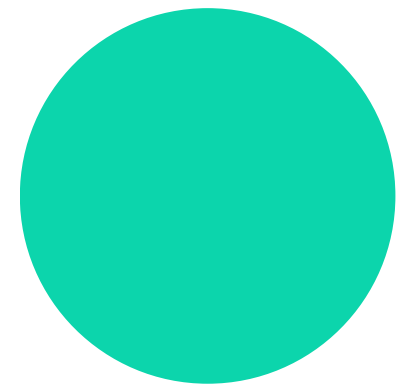
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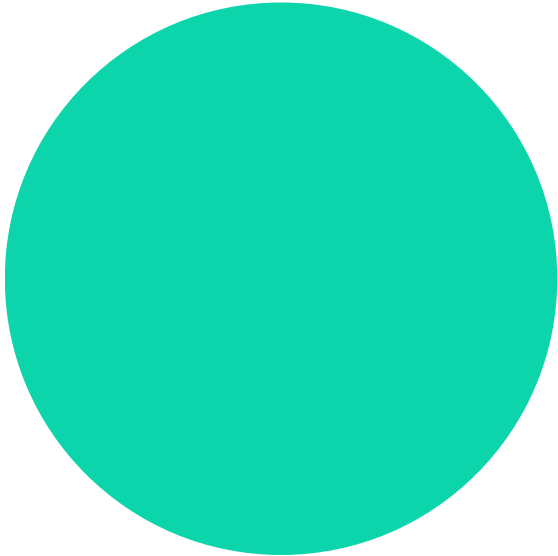
- Being included in decision-making
 - Having platforms to express opinions
 - Opportunities to lead or contribute actively
- 



Structural or Systemic Needs

**Rooted in barriers created by systems,
policies, or environments.**

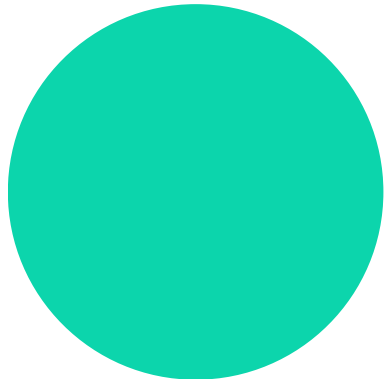




Structural or Systemic Needs

**Rooted in barriers created by systems,
policies, or environments.**

Examples:

- Limited access to public services
 - Legal or bureaucratic obstacles
 - Institutional discrimination or exclusion
- 

TYPES OF NEEDS



Basic Needs



**Educational
Needs**



Social Needs

**Emotional &
Psychological
Needs**

**Participation
& Empowerment
Needs**

**Structural or
Systemic
Needs**

Who is our target?





Create a Character

- In groups, receive one target group.
- Create a fictional young person from that group.
- Give them a name, age, and background
- Describe their daily life, challenges, and dreams
- Identify what would make them feel included

Group 1

Young Migrants and Refugees

Young people who have moved to a new country

Group 2

NEETs

Not in Education, Employment or Training

Group 3

Girls and Young Women in Rural Areas

Girls living in isolated or underserved areas

Group 4

LGBTQ+ Youth

Young people with diverse sexual orientations or gender identities

Group 5

Young People with Disabilities

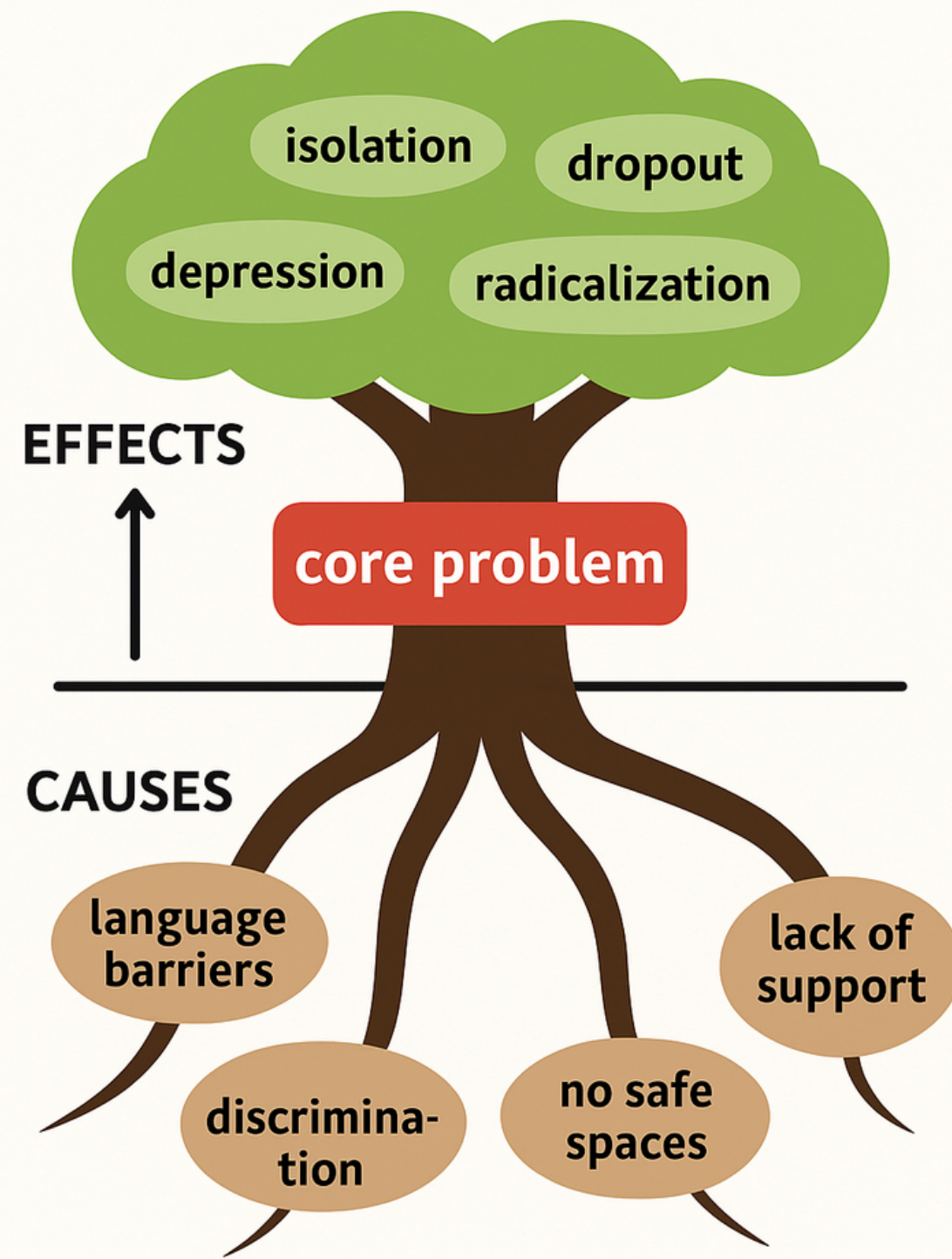
Youth with physical, sensory or mental health disabilities

Group 6

Young People from Low-Income Families

PROBLEM TREE

→ ROOT CAUSES OF EXCLUSION



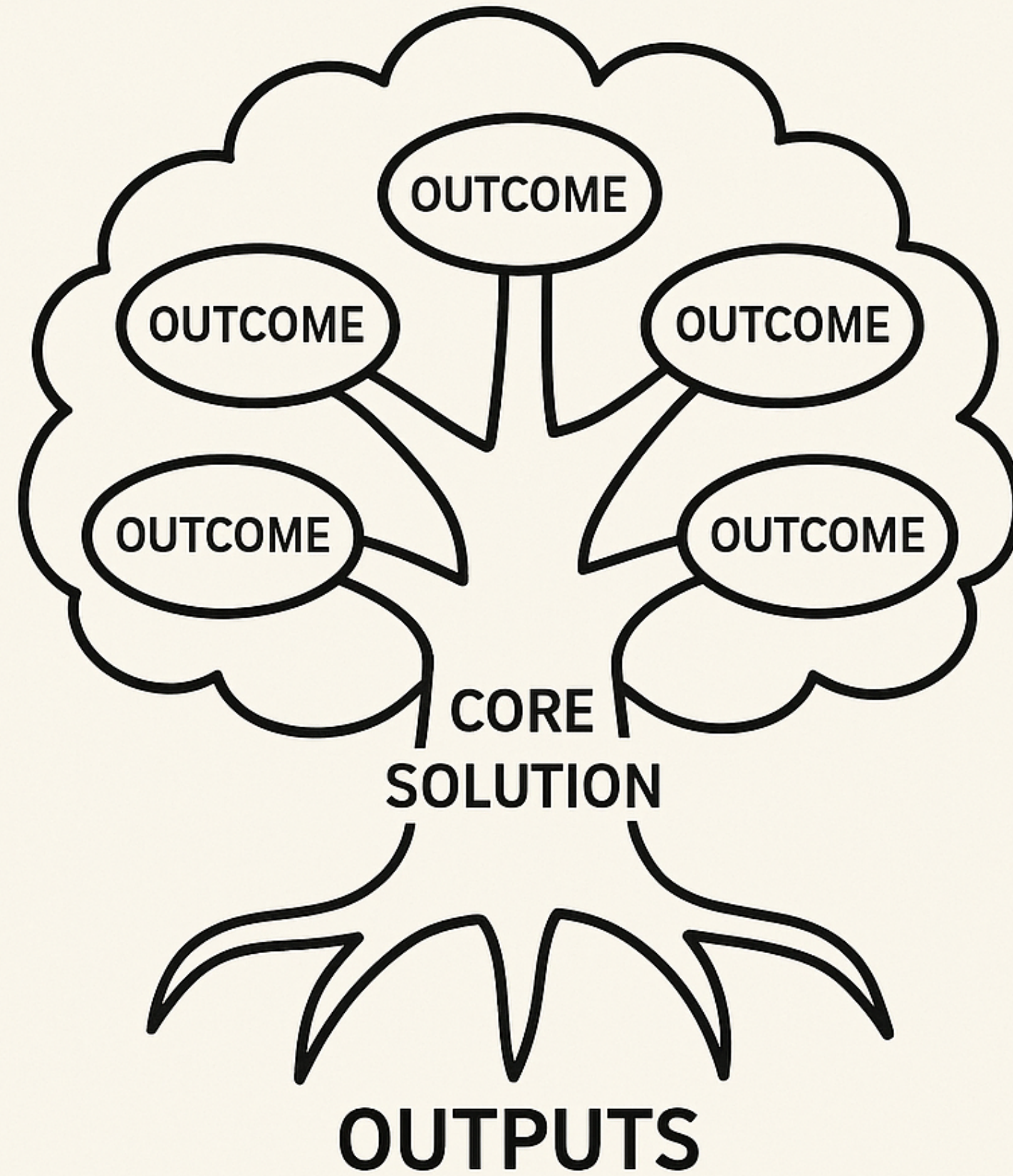
The Problem Tree is a visual tool used in project planning to analyze and understand the root causes and effects of a central problem.

It helps stakeholders break down complex issues into manageable parts, facilitating the development of effective solutions

Structure of a Problem Tree

- **Trunk (Central Problem):** Represents the main issue that needs to be addressed.
- **Roots (Causes):** Illustrate the underlying factors contributing to the central problem.
- **Branches (Effects):** Depict the consequences resulting from the central problem.

SOLUTION TREE



STAKEHOLDER MAP



Who's involved? Who's missing?

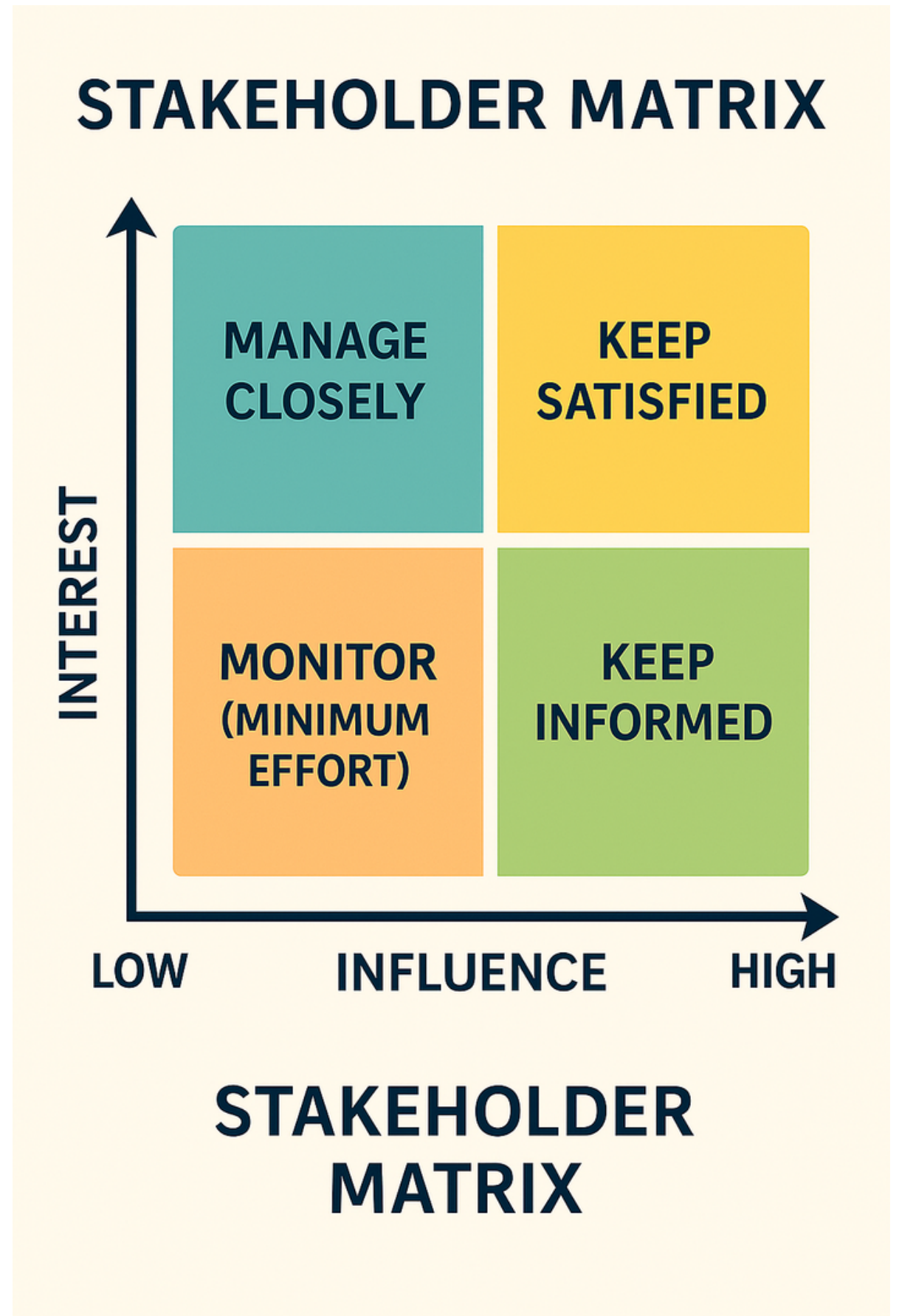
Understanding your stakeholders is essential to the **success** of any project.

They are the people, groups, or organizations that **influence or are affected by the project.**

The Stakeholder Matrix is a 2x2 grid used to classify stakeholders based on:

- ◆ **Influence:** How much power or control they have over the project
- ◆ **Interest:** How much they care about or are affected by the project

By mapping stakeholders, we can decide how to engage with each of them.



PROJECT CANVAS

(SIMPLIFIED)

 GOAL 	
 ACTIVITIES 	 TOOLS
 TIMELINE 	
 IMPACT 	

GOAL

This is the main objective of your project.

Ask yourself:

- What change do we want to achieve?
- What is the main purpose of this project?

ACTIVITIES

These are the key actions that will help you reach your goal.

Think about what you will actually do during the project.

TOOLS

What tools, resources or support do you need to carry out your activities?

Digital platforms, materials, funding, mentors, apps, spaces, etc.

TIMELINE

When will the project happen?

IMPACT

What will be the positive change or result of the project?

Focus on the effects on the target group and the community.