CREATING A PROJECT FACT SHEET

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1 ## Choose topic and title

A fact sheet can be a full project overview or a look at a specific aspect of your project. If you aren't sure about what content to include, refer to the content idea section at the bottom of this page.

2 ## Identify sections

Think about your consumer. If you are targeting students, what information is relevant to them? If you have multiple audiences, consider making multiple versions of a similar fact sheet rather than combining into one.

3 ## Select 2-3 elements per section

Keep the information clear and concise. Don't try to force information onto one page. Rather, select the most vital information and include that on the fact sheet.

4 ## Sketch out the fact sheet
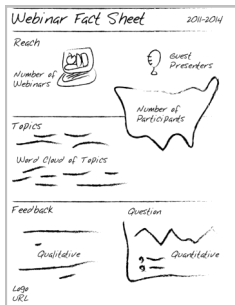
Take a few minutes to sketch out your fact sheet, then share with colleagues to make sure the information makes sense.

DON'T SKIP THIS STEP, IT WILL SAVE YOU TIME WHEN CREATING THE DOCUMENT ELECTRONICALLY!

FINISHED PRODUCT!

5 ## Create the fact sheet

Choose a software program that you are familiar with, adding in graphic elements and graphs where appropriate. Use project or institutional colors if applicable.
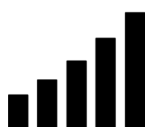
Word	PowerPoint	Publisher	Illustrator

? ## Content ideas: (pick one)

Project Information	Evaluation Results	Project Area

For more content and design ideas, view our fact sheet board on **Pinterest**.
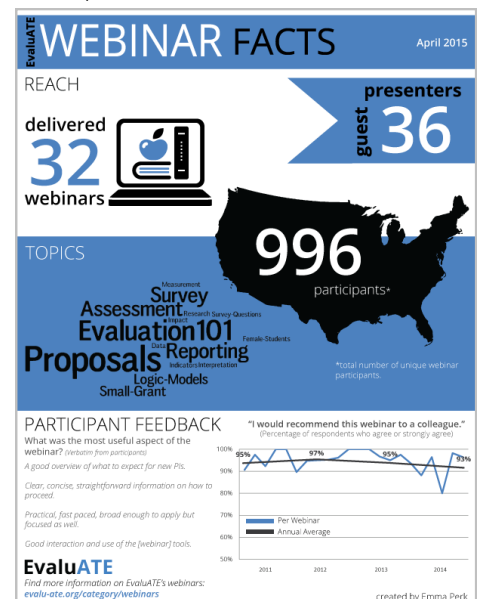
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