

WORK & PROJECTS

My small project, from start to finish

A clear idea. Realistic steps. A result you can finish.



AI illustration - fictional people

ILLUSTRATED GUIDE + PRACTICAL WORKSHOPS

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THE GUIDE

A method at your scale

This guide is for beginners finishing a small personal, community or work project. Use it alone or with a small team and limited resources.

You will prepare a concrete outcome, a work plan, a budget, progress checks and a close-out. Pages 21 to 25 are static printable worksheets: no calculations or data collection are built in.

The running example is fictional: a small display of six landscape photographs in a borrowed community room. People, costs and timings are teaching assumptions, not quotations or promises of success.

01**Define****02****Do****03****Finish**

THE GUIDE

Project or routine?

A repeated activity keeps something running. A project aims at a particular outcome and has a recognisable end. “Organise my files every Friday” is a routine; “assemble a portfolio of three pieces within four weeks” can become a project.

Choose one change to start with. If it depends on permission, a skill or funding you do not yet have, record that condition before promising a date.

First action: write what will be different when the project is finished. Time spent is not the same as a completed result.

Vague idea	Observable outcome
Make an exhibition	Six prints installed and checked
Improve my profile	Three reviewed examples in a PDF
Organise an activity	One prepared session and running order

THE GUIDE

One sentence to start

Suggested sentence: "I want to deliver [outcome], for [use], by [milestone], within [limits]." This is a tool for this guide, not an official certification formula.

Fictional case: Nora wants to show six landscape photographs to a small group at the end of week 4, in a borrowed room subject to permission. She allows 16 hours of total work and a spending ceiling of €144.

She defines the outcome and boundaries first. Prints are not ordered until the room and display conditions are confirmed.



Fictional AI scene: comparing images before selection. Not a documented real project.