



The cover note.

The first page of a small, well-organized packet.

MAPLE STUDIO

Community garden project

Hello Alex,

Here is the outline for the community garden project.

The next page lists the deliverables, schedule and example budget.

Please keep this note first when you put the packet together.

Included in this packet

01 This cover note

02 Project details and example budget

YOUR PRACTICE TASK

Combine this page with the project details. Save a new copy.



The project details.

The second page, ready to travel with your cover note.

MAPLE STUDIO

Community garden project

A simple project plan

Deliverable	A planting plan and a printable care guide
Schedule	Two weeks after the project begins
Handover	One PDF packet for the project team

Example budget

Planning and design	\$900
Care guide and handover	\$300
Total	\$1,200

All names, project details and amounts are fictional.

Fictional example. Made for practicing with Pagekind.

PAGEKIND-PRACTICE-DETAILS-02