

Project Planning in 10 Steps

You want to help! Your mission is to create a successful project or event plan that will help meet the need of this service area.

You need a plan! Work within your group to create a project/event plan that will ensure your success.

Getting Started

1. Organize your team. Elect a leader to keep you on task.
2. Elect a Scribe who will keep notes and document your plan.
3. Elect one or two Presenters who will present your plan to the group.
4. Use this worksheet to create as complete a project/event plan as possible.
5. Prepare to make a 5 minute presentation to the rest of the attendees with the goal of engaging their support for your effort.

First Task

What will you project or event be? Using the **BRAINSTORM WORKSHEET**, list as many ideas as your group can come up with in five minutes. Work together as group to decide which idea to use for the next part of this exercise. **Any good idea will do!**

10 Step Planning Process

Step 1: Vision and Goals Exercise

What is the overall **vision** of your project? What big movement is your project part of? For example: A food drive could be part of ending hunger, a recycling project could be part of reducing global warming. When you think about intended results, these are 3 to 5 specific results (**GOALS**) you'd like to accomplish.

They should be **SMART** = Specific, Measurable, Achievable, Realistic and Time-bound).

Step 2: Name it!

Come up with a catchy name for your project. Be sure it communicates to your audience.

Step 3: When?

Decide when your project will happen, including a start date and end date. Consider holidays and other dates that may impact your success.

Step 4: Identify Resources You Have and Need

Resources can be people with skills, talents or abilities that may lend themselves to the success of your project. These may be people in your group, adults in your school or community members who can help you. This may be a good time to think about the members of your group who should become team leaders for promotion, logistics, volunteers, bookkeeping, etc. based on the skills they bring to the project. Resources are also or material supplies, goods or services that you'll need such as A/V equipment, paper supplies, boxes, tools, etc. List all of your resources.

Step 5: Organize your Resources

Do you need to divide your team up into smaller work teams or committees? What will those be? You may need a Promotions Team, or a Fund Raising Team, or Event Set-up Team, etc. Use your Skills and Talents Inventory to see where people best match up with the skills and talents you need to be successful.

Step 6: Create a Budget

Now that you have most of your project planned out, you need to determine whether you'll need funds to accomplish any of your tasks. If so, how will you raise these? Work these activities into your task plan. List all expenses and sources of income.

Step 7: Who is Your Audience?

Identify the groups of people you want to reach with your message and to generate support for your project or event.

Step 8: Create a Promotional Plan

How will you get the word out to your audience? Think of all the ways you can reach people using print, radio, internet, TV, word of mouth, etc. Think about how you will tell the story of your success following your event. Work your promotional activities into your task list and be sure to assign dates to each.

Step 9: Create your Task List and Timeline

Now it's time to figure out how to get it done. Using the **TASK LIST AND TIMELINE WORKSHEET** outline as many of the specific steps involved in moving your project from idea to reality. The more tasks you can identify and assign, the easier your project will be to implement. Be sure to look back over your other worksheets to include activities identified in each, and assign due dates to each task.

Step 10: Review your Plan

Take a look back at your original Purpose and Intended Results. Have you identified actions that will generate the results you want? What's missing?