

J E F F E R S O N
A W A R D S
F O U N D A T I O N

S T U D E N T S
I N A C T I O N

Project Planning in 10 Steps Instructions and Workbook

Getting Started

1. Organize your team. Elect a leader to keep to 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.

Brainstorm Ideas: What do you Care About?

What do you care about and what can you do to help? Using the BRAINSTORM WORKSHEET, list out all of your ideas. Then work together as group to decide which project idea you want to develop first.

Use the Instructions and Worksheets that follow to create your Plan!

Step 1: Vision and Goals

What is the overall vision of your project? What big movement is your project part of? What do you want to have happen as a result? When you think about goals, list 3 to 5 specific results you'd like to accomplish.

They should be SMART = Specific, Measurable, Achievable, Realistic and Time-bound). List these on the PROJECT PLAN WORKSHEET.

Step 2: Name it!

Come up with a catchy name for your project. Be sure it communicates to your audience. List your project or event name on the top of your PROJECT PLAN WORKSHEET.

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. Include the dates on your PROJECT PLAN WORKSHEET.

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. Use the **SKILLS AND TALENTS SURVEY** individually, then organize them and list these on the **SKILLS AND TALENTS INVENTORY WORKSHEET**. Resources are also or material supplies, goods or services that you'll need such as A/V equipment, paper supplies, boxes, tools, etc. List these on your **RESOURCE INVENTORY WORKSHEET**.

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. List these on your **WORKTEAM WORKSHEET**.

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. Use the **BUDGET WORKSHEET** to list out 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. List these at the top of the **PROMOTIONAL PLAN WORKSHEET**.

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. List these on the **PROMOTIONAL PLAN WORKSHEET**.

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?

WHAT DO WE CARE ABOUT?

WHAT COULD WE DO?

Project/Event Name: _____

I. **VISION:** (What is your big over-arching reason for holding this event or creating this project?)

II. **SMART GOALS**

List all of the results you aim to produce. Be sure to use the SMART format: S=Specific, M=Measurable, A= Achievable, R= Realistic T= Timely

1.

2.

3.

4.

5.

6.

START DATE: _____

END DATE: _____

Skills and Talents Survey for Student Leaders

Everyone is good at something. Which Skills or Talents do you bring to the group? Find at least 3. Then mark (S) for Skills or (T) for Talents in the box to the right.

Photographer		Organization	
Web Design		Running a Meeting	
Social Media		Fund Raising	
Writing		Enrolling Others into Activities	
Event Planning		Online Research	
Videographer		Grant Writing	
Graphic Design		Coordinating Volunteers	
Film Editing		Disc Jockey (DJ)	
Desktop Publishing		Athletics	
Filing		Music	
Marketing		Project Management	
Accounting		Drama	
Database Management		Leadership	
Public Relations		Typing/Word Processing	
Shopping		Sewing	
Translation		Leaf Raking	
Gardening		Snow Shoveling	
Painting		Handyperson/Repairs	
Decorating		Building/Wood Working	
Set up and Clean up		Creating Exhibits	
Friendly and Welcoming		Style Sense	
Donations Pick up		Stockroom Experience	
Physical Strength		Storytelling	
Artist		Actor/Actress	
Parking Attendant		Tree Planting	
Litter Cleanup		Recycling	
Coaching		First Aid/CPR	
Errand Running		Meal Preparation/Cooking	
Usher		Fitness Instructor	
Sorting and Packing		Gift Wrapping	
Mailing		Filing	
Interviewing		Performer	
Furniture Mover		Babysitter/Child Care	
Selling Tickets		Concession Stand	
Public Speaking		Phone Solicitation	

SKILLS AND TALENT INVENTORY WORKSHEET

TEAM NAME: _____

TEAM CAPTAIN: _____

TEAM MEMBERS: (List below)

TEAM NAME: _____

TEAM CAPTAIN: _____

TEAM MEMBERS: (List below)

TEAM NAME: _____

TEAM CAPTAIN: _____

TEAM MEMBERS: (List below)

TEAM NAME: _____

TEAM CAPTAIN: _____

TEAM MEMBERS: (List below)

