

Project Planning

Once students have identified an important issue and decided what type of service project they would like to pursue, they should use this action planning guide to devise a clear plan of action. The steps in the guide below can be modified as needed.

Step One: Vision Statement

Create a statement that conveys the ideal, long-range goal of your project. For example if students are working on cleaning up litter in their neighborhood the statement might be: "Our neighborhood works together to maintain a litter free community."

Step Two: Setting Goals

Goals should be general statements that identify the endpoints of your project. Begin by brainstorming possible goals towards reaching the ideal outcome. Once the group reaches consensus, record and post the goals. Goals should be stated in a pro-active way: "To increase the numbers of youth volunteers"

Step Three: Objectives

Objectives are small measurable goals that help you move towards the larger goals you have set. They should be specific steps that students will take in order to reach the larger goals listed. For example if the goal is raise money for a beautification project in October, the objective would be: "plan a fundraising dinner for the month of September"

Step Four: Project Title

A project title helps to restate you vision and facilitates spreading the word about your project in the community.

Step Five: Resources

Brainstorm and list any resources that might be available to the group. They could include: funds, materials, other organizations, peers, parents, meeting place

Step Six: Identify Critical Factors for Success

Brainstorm possible factors that will contribute to the success of your project. After brainstorming, narrow the list to five factors that would be most valuable. For example: "volunteers willing and available to help with the initial litter clean-up"

Step Seven: Potential Obstacles

It is important to approach your project in a pro-active way. This list should be a simple, concrete list of 3-5 obstacles that need to be addressed. An example might be lack of financial resources to buy supplies

Step Eight: Tasks

Tasks and goals for completion should be assigned to group members. The group should reach agreement for task assignments. Remember that it is helpful to assign tasks based upon individual strengths whenever possible.