



Skill 10: Planning is Proactive

Activity A: Project Planning - Tasks and Timelines

Project Planning

Overview:

Start by reading the scenario provided by your instructor. For this activity you will be working as a group to plan a project or event based upon your scenario. It is up to you to decide what you have to do, who is responsible for what, and when everything needs to be done. Be sure to complete each section of this worksheet. You may be asked to report on your project plan when you finish.

Section 1: Coming up with a plan:

What is it that you are trying to accomplish? Who will you serve?

What further information will you need before you can get started? How will you find the information? Will you have to do any research?

Who will be the key players in your project, and what are their skills and interests?

Name

Skills & Interests

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Unit: Time Management

Skill 10: Planning is Proactive

Activity A: Project Planning - Tasks and Timelines

Worksheet

Section 2: Managing Tasks

On the spaces below, create a list of the things you will need to do to complete your project. Be sure to write people's initials next to things they will do!

Now that you have completed your tasks list, complete this checklist to make sure you haven't left out any major details.

- Have you selected a location for your project?
- Have you gotten any necessary approval to complete each task?
- If you need to advertise for your event, have you figured out how you will do so?
- Do you have a plan for obtaining and/or paying for all equipment/materials?
- Do you have a strategy for recruiting any necessary volunteers?
- If transportation is a concern, have you figured out what you will do?
- Does your group have the necessary assistance/expertise for this project?

If you are confident that you haven't left out anything major, move on to Section 3: Creating a Project Timeline.

Section 3: Creating a Project Timeline

An important part of planning a project or event is creating a project timeline to determine when everything needs to get done. On a separate sheet of blank paper or on a blank calendar, create a project timeline. Be sure to indicate those items that will require firm deadlines in order for your project to be a success.