

Unit: Time Management

Skill 10: Planning is Proactive

Activity A: Project Planning - Tasks and Timelines

Worksheet

Project Scenarios

Scenario #1:

You are all in the same class at school, and your teacher has offered to throw a big party in class to recognize you and your classmates for your hard work this year. The catch is that you have to plan the pizza party! Your teacher is willing to pay for any games, activities, food and drinks you would like, provided that you are reasonable, and seek approval for all of your expenses ahead of time. What can you do to make sure not only that your party is a success but that you don't get stuck holding the bill for your purchases?

Scenario #2:

You are all on the board of directors of a local after school program and you would like to raise money so that you can take the kids on a field trip to a local museum in a few months. You are not sure exactly how much the field trip will cost, but you think you can negotiate a low admission rate at the museum. Also, you will have to be conscious of how many kids will be attending and how you will get them to the museum. What can you do to make sure the field trip becomes a reality?

Scenario #3:

You are all working for an organization that promotes literacy throughout the state. Recently your group was asked to coordinate a banquet to honor people who have volunteered or donated money to support the organization over the past year. You will be in charge of everything from selecting a location and ordering food, to inviting guests, making purchases and setting up for the event. What will you do to make this banquet a success?

Scenario #4:

You are all members of a local horticulture club that enjoys doing service in your community. Recently, your club decided that you would like to try creating a handicapped accessible garden somewhere in town, either in a public or a private facility. While you think you can get donations of plants from a local nursery, you are not sure where to create the garden, how big to make it or who will be responsible for creating and maintaining the garden. What can you do to move forward with your club's plan?



