

HOW TO PLAN AND IMPLEMENT A PROJECT

**Remember, PLAN with most of your time, then your project will shine!*

1. Identify Parameters – “Think It Through”

Think through these:

- timelines and deadlines
- budget restrictions
- school policies/rules
- standards of acceptable humor and behavior
- values of your student body, staff and administration

Planner Pages:
___ *Chain of Command*
___ *Humor Awareness*

2. Generate and Select Ideas

Generate ideas by:

- brainstorming
- 1-3-6 ing

Following tradition, select ideas using:

- consensus
- majority vote
- fist to five
- value voting
- authority (i.e. adviser) decides

Planner Pages:
___ *Brainstorming, 1-3-6ing*
___ *Decision Making Strategies*

3. Obtain Approval

Use Project Proposal to develop preliminary plan

Obtain approval from:

- adviser
- administration
- community agencies
- others

Planner Pages:
___ *11 W's of Project Planning*
___ *Chain of Command*

4. Plan the Project

Use a Planning Tool to develop detailed plans

- planning board
- duty board
- time lines
- "to do" lists

Planner Pages:
___ *Planning Board*
___ *Duty Board*

5. Implement the Project

Let your commitment be an example to others.

Delegate responsibilities; check on progress.

Follow through without procrastination.

Problem solve during the implementation.

Update your planning board or duty board.

Maintain group process skills/human relations.

Planner Pages:
___ *How to Avoid or Resolve Conflicts*
___ *Listening Strategies*

6. Evaluate

Use Project Evaluation form

Write recommendations for ASB file

Write "thank you" notes

Give recognition

Planner Page:
___ *Evaluation*

PLANNING BOARD FORM

Date:

TOPIC:
PURPOSE:

HEADER	HEADER	HEADER	HEADER	HEADER
SUBBER	SUBBER	SUBBER	SUBBER	SUBBER

DUTY BOARD (Example)

PURPOSE _____

TO DO

4/1
Sweep/clear off
stage before
lunch

4/1
Set up P.A.
before lunch

4/1
Announce
winners in the
afternoon

4/1
Clean up
staging area

DOING

3/29
Put up posters
Make a.m.
announcements

DONE

3/15
Get adviser's
approval

3/25
Select M.C.
and judges

3/28
Locate limbo
music and
stick

NOTES

Ms. Adviser:
soxolisylkxy
asouyljbuys.

PROBLEMS

Who knows how to
set up P.A. system
for cordless mic?

***NOTE: Use Post-it Notes on poster board. Move Post-its as you work on the project. Great visual for organization!**

PROJECT PROPOSAL FORM

PRESENTED TO: _____ **DATE:** _____
(A.S.B., Activity Coordinator, Administrator)

I. Adviser's Parameters/Guidelines _____

II. Brief description of project: _____

III. Purpose of project: _____

IV. Details of project:
A. Date(s) and time(s) of event: _____
B. Location(s) _____
C. Signature of person authorized to schedule building facilities:

(Signature)

D. Finances:

<u>COST</u>	<u>ITEM(S)</u>	<u>ESTIMATED</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Total cost of project _____
3. Amount budgeted for project _____
4. If #2 exceeds #3, how will the project be financed? _____

Submitted by: _____
(Committee, Group, Individual, etc.)

Tentative Approval: _____
(Activity Adviser)

Final Approval: _____
(Administrator)

PROJECT EVALUATION

Mt. Adams Committee

1. Project Homecoming Dance
2. Purpose of Project Make money for the junior class and provide a memorable time for students

3. Details of Project:

A. Date and Time October 7, after the football game until 12 midnight

B. Location Gym

C. Major items used in project:

Item	Quantity	Cost	Acquired at or from:
<u>T.V.</u>	<u>2</u>	<u>\$ 48.95</u>	<u>Prime Time Rental</u>
<u>Decorations</u>		<u>\$ 50.00</u>	<u>Treasure House</u>
<u>D.J.</u>	<u>1</u>	<u>\$200.00</u>	<u>Brad Philips</u>

D. Finances: Total Amount Earned: \$775.00
Total Amount Spent: \$298.95
Total Profit/Loss +476.05

4. Recognition of Support:

Verbal Thanks To:	<input checked="" type="checkbox"/>	Notes/Letters To:	<input checked="" type="checkbox"/>
<u>Mr. Jones, Principal</u>	(✓)	<u>Mr. and Mrs. Pierce, chaperones</u>	(✓)
<u>Mrs. Bajala, Adviser</u>	(✓)	<u>Mrs. Christianson, chaperone</u>	(✓)
_____	()	<u>Mr. and Mrs. Taylor</u>	(✓)
_____	()	_____	()

5. Evaluation:

A. Did the project meet its purpose? Yes
 If no, why not? _____

B. What other benefits were derived? We learned how to organize a big project and found a good D.J.

C. What went especially well? Decoration committee was well organized

D. Unexpected problems: Not enough outlets for the D.J.

E. Suggested Changes Be sure to check with D.J. and custodians before next dance

Committee People Needed	How Many	Recommendation	
		More	Less
<u>Decorations</u>	<u>5</u>	<u>O.K.</u>	
<u>Set up and clean up</u>	<u>2</u>	<u>✓</u>	<u>need 5</u>
<u>D.J. helpers</u>	<u>2</u>	<u>O.K.</u>	
<u>chairperson</u>	<u>1</u>	<u>O.K.</u>	

(continued)

PROJECT EVALUATION

Mt. Adams Committee

1. Project _____

2. Purpose of Project _____

3. Details of Project:

A. Date and Time _____

B. Location _____

C. Major items used in project:

Item	Quantity	Cost	Acquired at or from:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Finances: Total Amount Earned: _____
Total Amount Spent: _____
Total Profit/Loss _____

4. Recognition of Support:

Verbal Thanks To:	<input checked="" type="checkbox"/>	Notes/Letters To:	<input checked="" type="checkbox"/>
_____	()	_____	()
_____	()	_____	()
_____	()	_____	()
_____	()	_____	()

5. Evaluation:

A. Did the project meet its purpose? _____
If no, why not? _____

B. What other benefits were derived? _____

C. What went especially well? _____

D. Unexpected problems: _____

E. Suggested Changes _____

Committee People Needed	How Many	Recommendation
Committee	#	More Less
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(continued)

G.	People Involved in Project	Job Description
	_____	_____
	_____	_____
	_____	_____

H.	Publicity (type used)	Effective	Ineffective
	1. _____	_____	_____
	2. _____	_____	_____
	3. _____	_____	_____
	4. _____	_____	_____

I. Additional information and/or suggestions:

J. Name a song which reflects the way you feel about this project:

**** To be filed with adviser, chairperson, or secretary**