

PROJECT PLANNING BASICS – How to create an action plan

Directions

Congratulations! If you have made it to this point that means that you've figured out the focus of your community service project. Now what? Time to make an action plan! Use the definitions/tips below, sample action plan, and action plan template to guide you through this process. Good luck!

Key terms:

- Goal – the “big picture” of what you are trying to achieve with your community service project. Make sure that your goal is **SMART** – **S**pecific (clear & simple), **M**easurable (able to track progress), **A**chievable (easily accomplished), **R**elevant (goal aligns with your values), and **T**ime bound (it can be achieved in a reasonable amount of time).

Example: If you want to help people at a nearby nursing home, your goal might be to “Provide entertainment for residents at Happy Trails Nursing Home”.

- Objective(s) – the “mini projects” required to accomplish your goal. You can one or as many objectives that are necessary to meet your goal.

Example: To “Provide entertainment for residents at Happy Trails Nursing Home” you might organize a talent show with your friends, start an after-school club to play board games with them every week, and raise money to buy a new TV for the common area.

- Task – specific steps required to accomplish each objective. This is where you get down to the nitty-gritty.

Example: To organize a talent show at the Happy Trails Nursing Home, you will need to contact your friends, pick a date, create a “run of show”, coordinate with staff at the nursing home, host rehearsals, etc.

- Responsible – the person(s) responsible for completing a task. It is best if you can limit this to one person so that no one is confused about who needs to do what.
- Start date – the date the task will begin.
- Due date – the date the task will end.
- Supplies – things that you need to achieve the task.
- Notes – anything relevant to the task. It's wise to list important things here during the planning phase of your project in case you forget later on.