



PROJECT PLANNING BASICS – How to create an action plan

Sample Action Plan

Community Service Project Action Plan					
Goal: Raise money for the Primavera Foundation.					
Objective 1: Organize a bake sale.					
Task	Start Date	Due Date	Responsible	Supplies	Notes
Set a fundraising goal.	May 29, 2020	May 29, 2020	Meg & Allyson	Computer, internet access, telephone, pen & paper	Typical bake sales raise \$50-100.
Decide on the location and date for the bake sale.	June 1, 2020	June 5, 2020	Meg	Computer, internet access, telephone, pen & paper	The school or church might be good locations. Church lets out at 11:00 AM on Sundays.
Contact family & friends to see if they can bake for the sale.	June 8, 2020	June 12, 2020	Allyson	Computer, internet access, telephone, pen & paper	Aunt Debbie and Ms. Neher would love to help! Make sure to e-mail them.
Contact someone at the location to let them know what time you will be there and what supplies you'll need, if any.	June 15, 2020	June 19, 2020	Meg	Telephone, pen & paper	Ask if we could borrow a table and two chairs.
Contact volunteers to confirm what they are	June 15, 2020	June 19, 2020	Allyson	Computer, internet access	

bringing and when they will drop it off.				telephone, pen & paper	
Collect all the baked goods and supplies.	June 26, 2020	June 27, 2020	Allyson (baked goods) & Meg (other supplies)	Sign for table, tablecloth, cash box, small bills for change, napkins/small plates, serving utensils	Make sure the sign lists the name of the organization (Primavera) and cost of each baked good
Come up with a sales pitch.	June 26, 2020	June 27, 2020	Allyson & Meg	Pen & paper	Make it clear and simple.
Host the bake sale.	June 28, 2020	June 28, 2020	Allyson & Meg	Sign for table, tablecloth, cash box, small bills for change, napkins/small plates, serving utensils	Do not forget to wear our vests and thank everyone for their donation!
Send a thank you to someone at the location.	June 29, 2020	July 3, 2020	Meg	Pen, paper & stamp	Have the location contact name and address ready.

Special Note: The Primavera Foundation is a housing organization in Tucson that aims to help homeless individuals and families by providing emergency housing and affordable rental housing, job training, temporary and permanent employment, leadership training and financial and homebuyer education. Visit <https://www.primavera.org/what-we-do/> to learn more.