

KCrawford

# PROJECT PLANNING FORM

## I. PROJECT or ACTIVITY:

- A. Proposed date and time: \_\_\_\_\_
- B. Cost to students: \_\_\_\_\_ others: \_\_\_\_\_

## II. OBJECTIVES/GOALS

<b>A. Why are we doing this?</b>
1.
2.
3.
4.
5.

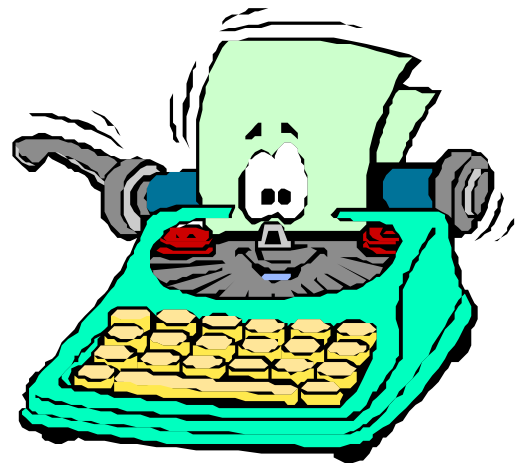
<b>B. How can we find out more about this type of project?</b>
1.
2.
3.
4.
5.

<b>C. Who will benefit from this project:</b>
1.
2.
3.
4.
5.

## D. Write Legislation

1. The “whereas” clause should articulate a concern, persuade people to act in a new way, point out relationships among issues, advocate the duties and privileges of citizenship, etc. Include research and other data collected.
2. The “resolved” clause should be a simple statement of what action will happen. (Do not include the “nuts and bolts” details.)

(legislative form on next page)



# Project Legislation

Legislation Title: \_\_\_\_\_

Legislation Number: \_\_\_\_\_

Author(s): \_\_\_\_\_

Legislation Date: \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Whereas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ and

Whereas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ and

Whereas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ and

Whereas: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ : be it hereby

Resolved: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ and be it further

Resolved: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Notes:

### III. NUTS AND BOLTS:

#### A. Approval: Whose approval do we need to conduct this project?

Approval Needed By:	Deadline	Person Responsible	Okay ✓
Advisor			
Principal			

#### B. Problems with approvals?

#### C. Support – Enlist the support of parents, staff, and other students:

**D. Logistic and Tasks:** Exactly what needs to be done...list the details for every step of the project/activity. (Hint – sometimes it is easier to list all of the steps on index cards, then sort and order the cards into a timetable. The name of the person responsible can be listed on the index card.

Task	Person(s) Responsible	Deadline	Done √

**E. RESOURCES:** What resources /materials will be needed for this project?  
*In-School Resources/Materials*

Item/Person	Where to Locate?	Person Responsible	Cost \$\$	Okay?

*Out-of-School Resources/Materials*

Item/Person	Where to Locate?	Person Responsible	Cost \$\$	Okay?

- Be sure that you have sponsor approval before spending any money. Also, you must save every receipt for reimbursement and records!

**F. PUBLICITY:** Be sure to adequately publicize your event with posters, PA announcements, press release, banners, buttons, etc.

Publicity Method	Person Responsible	Deadline	Done ✓

**IV. DOUBLE CHECK EVERYTHING**  
**DOUBLE CHECK EVERYTHING**

**V. NEGATIVE BRAINSTORMING:** Things that could go wrong and solutions

Problem	Solution
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

**VI. IMPLEMENTATION** (THE BIG MOMENT !!!)

**VII. THANK YOU:** Write all of the thank you notes...students, staff and parents!

Thank You Note To:	Reason	Person Responsible	Deadline

**X. EVALUATION:** This is your diary...list what actually happened, suggestions, criticisms, good points, etc.  
**BE COMPLETE !!!**

Pluses ( <i>Things that were Really Good</i> )	Deltas ( <i>Things that Need Improvement</i> )

3. **CELEBRATION:** Celebrate your accomplishments – Pat yourselves on the Back!

*(Service Learning reflection – refer to SSL project planning form)*