

Project Planning

Planning an Activity



9 Steps to follow

1. Set your Goal
2. Gather ideas and decide on ONE
3. Success is in the Details
4. Do not proceed without Approval
5. Organize
6. Have the activity
7. Evaluate
8. Thank everyone
9. File everything

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Step 6: Have The Activity

Make sure everyone has done their job

Check in advance to be sure everything is set and ready to go.

Test the equipment.

Be enthusiastic and have a great time!

Step 7: Evaluate

How did you do?

Did you accomplish your goal?

What went well? Why?

What went wrong? Why?

Who should evaluate?

The student council

The principal

The teachers

The staff

The parents (if appropriate)

How can you evaluate?

Surveys

Suggestion boxes

Evaluation form

Interviews

Email questionnaires

Step 8: Thank Everyone

Student Body, parents, teachers, custodian, janitor, guest speaker, principal, chaperones, secretary and staff, and anyone else you can think of.

Consider also...

- Certificates
- Awards
- Plaques
- Phone Calls
- Ribbons
- Trophies
- Lapel pins
- Classroom banner
- Pizza party
- Ice cream favor or soda

Step 9: File Everything!

All committee reports

Your step-by-step plan

All clippings, flyers, notes, tickets, etc.

Pertinent phone numbers

Contact information for all vendors and guest speakers

Evaluation reports

A list of ways to do it better next time

List of things to avoid

List of thing to definitely do again



Step 1: SET YOUR GOAL

Determine your purpose for having the activity.

Know exactly what you want to accomplish.

Be specific.

State your goal in writing.

Step 2: Gather Ideas and Decide on ONE

Resources

- NASC Leadership for Student Activities Magazine
- Students
- Teachers
- Parents
- Internet
- Files
- Brainstorm

Establish guidelines

List all factors that must be considered, i.e. finances, facilities, planning time, number of people involved, etc.

Narrow ideas down and then choose one: Be realistic! Keep in mind your goal and guidelines.

Step 3: Success is in the Details!

Budget

List and estimate your expenses. Check with the treasurer to be sure there are enough funds for the project.

Decide if there will be a charge for those who participate in the event. How much will it cost?

Who

Who will attend the event? Who will supervise the event? Who will pay for the event?

When

Determine the exact date & time of the event.

Where

Decide on the facilities you will need.

Time Allotment

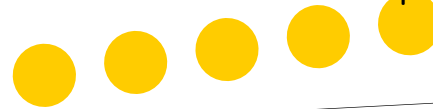
Determine how much time you will need to accomplish the short term goals you set to achieve your goal.

Make due dates for different steps, for example, approval, getting it on the calendar, publicity, pre-sales, set-up, clean-up, thank

Step 4: Do not proceed without Approval!

Coordinator of Student Activities, Council Approval, Principal's Approval

Hint: keep the facility and staff in the loop. Involve them and communicate with them as often as possible



Step 5: Organize

Review the "details"

- facilities
- supervision
- materials
- refreshments
- microphone
- stereo
- podium
- specific date
- planning time line
- permissions
- invitations
- decoration
- equipment



Make a list of things to do
Create a shopping list
Form committees to get the jobs done

- Publicity committee
- Decoration committee
- Food committee
- Set-up committee
- Clean-up committee
- Invitation committee
- Thank you committee
- Website
- E-mail
- Sing, Dance, role play
- Church bulletin
- Newspaper
- Family newsletter

Publicize!!!!

- Big posters
- Mobiles
- Sandwich boards
- Fliers (in windows, on lockers, etc)
- Buttons, badges and name tags
- Hats
- P.A. announcements
- Public service announcements on radio and television
- Use music
- Personal notes