

Passion + Problem = Project Planner

Preparation

- The purpose of this meeting (or meetings) is to use the P + P = P process to design a project. To allow time for planning, the meeting may extend beyond one hour.
- Keystone officers and the Keystone advisor partner to facilitate the project planning with the team.
- Print copies of **Passion + Problem = Project Planner** (pages 2-4).

Step-by-step instructions

- Distribute copies of **Passion + Problem = Project Planner** (pages 2-4) to all Keystoners, or direct them to download it on their phones.
- Use **Conversation Starters** (pages 5-6) to facilitate the discussion.
- Record highlights of the discussion and decisions the team makes on a flip chart.
- Use the **Passion + Problem = Project Planner** (pages 2-4) to make a written record of your plan.
- Encourage all Keystoners to participate in the planning and make notes or follow along on their copies of the planner.

Follow-up

- Once the project design is complete, use the **Project Action Plan** resource to create an action plan.
- Use the **Passion + Problem = Project Planner** (pages 2-4) for each new project that your team begins.

Passion + Problem = Project Planner

Project name _____

Keystone National Project _____

Community service Academic success Career preparation Teen outreach

1. **Discover your passion.** Make notes about the team's discussion here.

2. **Identify a problem to address.** Make notes about the team's discussion here.

3. **Choose and design your project.** Record the team's decisions here.

- What **type** of project do you want to do?
 - Direct service** – directly meet a need (for example, build a trail, mentor, visit the elderly)
 - Indirect service** – support direct service (for example, organize volunteers, assist with mailings)
 - Advocacy** – publicly support or recommend a particular cause (for example, speak at a gathering, lobby for change or educate others about the need)

- What is your **goal** for the project? What kind of change do you want to see? How will you measure success?
 - Raise awareness** – educate others about a need (for example, organize a drug-free campaign)
 - Improve the community** – enhance the community (for example, clean up a local park)
 - Solve a problem** – be part of the solution (for example, test water quality of a nearby lake)
 - Help others** – lend a hand to others in need (for example, organize a wheelchair basketball team)
 - Promote change** – help create change (for example, organize a carpool to reduce pollution)

- What is the **location** for the project? Where will the project or event take place?

- Local organization or business**
- Neighborhood park**
- Community center**
- High school**
- Other** _____

- What is a **description** of the project? Describe the project or event. What are the key elements?

- People/volunteers** – who will be involved in implementing the project or event?

Resources – what are the resources and materials needed to carry out the project or event?

Project costs – what are the costs of the project or event?

Methods – what method will you use to carry out this project or event?

Milestones – what are the major milestones for this project or event?

Support – what support will you need to carry out this project or event?

Time – what is the time commitment for this project or event?

Partners – what other community organizations and/or groups need to be involved?

- **Date and time**—What is the time frame of the project or event? Four hours, one day, two days, five days? What are the dates? Be sure to take into account school events, holidays and other Club activities.

Conversation Starters

Topic 1: Passion + Problem = Project

How will our Keystone Club choose what kind of project to do? We'll decide what project to do by using an effective approach to project design: Passion + Problem = Project.

- First, we'll discover a **passion** we all share.
- Next, we'll identify a **problem** related to our passion—something that needs attention.
- Finally, we'll think of a **project** to address that problem.
- Here are examples of projects in each of the four key focus areas.

	1. Passion	2. Problem	3. Project/event
Community service	Cooking	People without homes need meals	Host a holiday meal for those without a home
Academic success	Learning/ reading	Young kids in the community are not interested in reading	Develop a summer reading program
Career preparation	Computers/technology	Teens in the community don't have access to computers for job search	Create a "pop-up" job-search computer lab
Teen outreach	Performing arts	Potential members don't know anything about Keystone Club	Host an improv event (skits, comedy, music)

Topic 2: Discover your passion

Some people know their passion right away, and others need more time to figure it out. A passion isn't a one-time thing—it evolves over time as people change and grow. For example, it's okay to be excited about poetry today and basketball tomorrow. A passion or "spark" can be a skill, a talent or interest—but it's more than liking something. It's about the "reason you are in the world," a purpose, a way to make the world a better place for others.

- What kinds of things intrigue you, motivate you?
- What makes you feel most alive?
- What gives you energy and joy?
- What are the things you do that make you lose a sense of time and be fully in the moment?
- We all have different passions, but what are some common themes among them?
- Are there clues here as to what our whole team is passionate about?

Topic 3: Identify a problem to address

Next, we'll explore a need we want to address in the community. A community can be a group of people who live and work together in the same area, who have the same characteristics or who share common interests, attitudes and goals. It can be a school community, the Club community, the neighborhood or town we live in or even the world. It also might be a problem or issue related to the world of technology or social media. Even when communities are strong, they also have needs—things that can help people live better lives.

- What community (real or virtual) do you want to focus on?
- What do you like about this community? What are its strengths?
- What are some of the challenges facing the community? Are there needs that no one is addressing?
- What are the specific community problems that relate to the team's passion?
- What are some ways our team can impact this problem or need?
- Are there common themes or areas of need in the list?
- How can we narrow these ideas to two or three topics?

Topic 4: Choose and design your project

We've identified your passion and a related problem, and now it's time to choose and design a project to address the problem.

- What type of project (or event) do we want to do?
- What is our goal for the project (or event)?
- What is the location of the project (or event)?
- What are the key elements of our project (or event)?
- What is the time frame for the project (or event)?