

Project Action Plan

After your team has designed a project, it's time to create an action plan. Setting goals and splitting up responsibilities are an important part of any project. You need to break down your project into details and think critically about what steps to take.

Preparation

- The purpose of this meeting is to create an action plan for your project.
- Keystone officers and the Keystone advisor partner to facilitate the planning process with the team.
- Before this meeting, you should have used the **Passion + Problem = Project Planner** resource to design your project.
- Bring the completed **Passion + Problem = Project Planner** to this meeting.
- Print copies of the **Project Action Plan** (pages 2-3).
- See the **Sample Project Plan** (page 4) for an example of an action plan.

Step-by-step instructions

- Distribute copies of the **Project Action Plan** (pages 2-3) to all Keystoners, or direct them to download it on their phones.
- Record highlights of the discussion and decisions the team makes on a flip chart.
- Use the **Project Action Plan** (pages 2-3) to make a written record of your action plan.
- Encourage all Keystoners to participate in the planning and make notes or follow along on their copies of the plan. Let them know that the entire team is responsible for carrying out the project plan. For example, even though the Communications Committee might be responsible for designing a flyer, all Keystoners support each other to complete the tasks and hold each other accountable.

Partners—Who does your team need to inform and involve in the project (local business leaders, local organizations or community groups, high-school principal, etc.)? Use additional sheets if necessary.

1. Name _____ Position _____

Organization _____

Email _____ Phone _____

2. Name _____ Position _____

Organization _____

Email _____ Phone _____

3. Name _____ Position _____

Organization _____

Email _____ Phone _____

4. Name _____ Position _____

Organization _____

Email _____ Phone _____

5. Name _____ Position _____

Organization _____

Email _____ Phone _____

6. Name _____ Position _____

Organization _____

Email _____ Phone _____

7. Name _____ Position _____

Organization _____

Email _____ Phone _____

Sample Project Plan

DEADLINE	ACTION	WHO'S RESPONSIBLE	NOTES/COMMENTS
3 months before the project	Confirm location	Staff	
3 months before the project	Contact people who need to be involved in the project	Staff	
3 months before the project	Confirm date(s)	Staff	
3 months before the project	Develop outreach list	Outreach Committee, Volunteer Committee and full group	
2 months before the project	Develop flyer, poster, media posts and other communication tools	Communications Committee	
2 months before the project	Identify volunteer needs leading up to the service project and day of the service project; Develop volunteer job descriptions	Volunteer Committee and full group	
2 months before the project	Develop list of supplies and materials	Welcome, Registration and Logistics Committee	
6 weeks before the project	Distribute flyers, posters and post information on Club/ Youth Center social media channels, website, etc.	Outreach Committee and full group	
6 weeks before the project	Distribute invitations to volunteers	Volunteer Committee	
6 weeks before the project	Conduct in-person outreach, (e.g., events at the Club/Youth Center, etc.)	Outreach Committee and full group	
2 weeks before the project and day of the project	Orient volunteers (before service project and onsite)	Volunteer Committee	
1 week before the project	Prepare welcome and introductions for day of project	Full group	
1 week before the project	Gather supplies and materials	Welcome, Registration and Logistics Committee	
Day of the project	Document the project, (e.g., video, photography, interviews)	Documentation Committee	