



Choosing a Project and Creating an Achievable Plan

The following worksheets are intended to help you through the initial selection and planning stages of an action project:

1. The **“Pre-Planning” worksheet** will help you determine your available resources (i.e. students and staff assistance, time available for the project etc.) If there are any line items you are struggling with, do your best to answer them out before moving on to the next worksheet. Finding these answers might require a quick staff meeting, a visit to your principal or making an announcement.
2. The **“Project Selection” worksheet** will help you explore the logistics for three potential projects. This process will help you select the most viable project given your current resources. It is a good idea to start small. Once you have completed one project, it will be easier to attempt a bigger one the next time.

Begin with a class discussion about the types of projects your students would be most interested in and ask them to select their top three. Enter the projects on the top line of the worksheet. With your students input, work your way through the logistics surrounding each one.

3. The **“Project Plan” worksheet** will enable you to plan ahead for every stage of your project. Setting goals for the completion of each stage will keep you on track and set your team up for success. The project is more likely to run smoothly once you obtain the principal’s approval.