Project Planning Arrow
Needs Analysis
(the what)

ASAP
A Simple Action Plan ™

$ _____
_____
_____

Income Source	*Amount*	*Expense Item*	*Amount*
General Fund		Decorations	
Sales		Publicity	
		Transportation	
		Refreshments	
		Rentals	
Income total		Expense total	
(-) Expense total		= (+) Profit or (-) Loss of	

A Simple Action Plan — can be used at any level from the most global to any smaller component.

Tasks

Get Permissions

Publicity
Clean-up
Evaluation

* Strengths	Task Force (the who)	Equipment and Materials (the how)	Deadline (the when)	Done

* Talents, skills, tools and resources

Every job is a self-portrait of the person who did it!

Vision
Goals
Obstacle
Obstacle
Desired Outcomes
(the why)
Measurable Factors for Success
Obstacle
Obstacle
Goals
Vision

Project: _____
Leader: _____
Date: _____

Dates for follow-up Meetings

_____
_____
_____

E—VALUE—ACTION

Were the goals met?_____
How do you know?_____
What was done well?_____
What could have been improved?_____
What future leaders did you discover?_____
What GREAT LESSON was learned?_____

Do the right things...
for the right reasons!

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