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

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

Get Permissions

Publicity
Clean-up
Evaluation

* Talents, skills, tools and resources

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

Measurable Factors for Success

Obstacle

Obstacle

Obstacle

Obstacle

Vision

Goals

Desired Outcomes

(the why)

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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