Module 5 Create Your Action Plan





Directions

Think about the tasks that are needed to complete your project, who will perform those tasks and what unique skills you can offer to the team. Work with your team and create a list of tasks to complete.

Part 1

1. In the first column, as a group, list all of the tasks, activities, and 'parts' of the project you need to accomplish to meet your Big Goal. (Refer to previous lessons, so you do not leave anything out.)

2. Use a calendar to work backwards from your end point to create the other due dates and starting step.

Task To Do	Deadline (Due Date)	Starting-Steps/How to Accomplish