



6.B.1

Project Implementation Worksheet

Directions

With your team use the resources developed in this and previous lessons to put your plan into action. Refer back to previous lessons in which you identified what success would look like and developed an action plan listing the tasks and steps to be completed to meet your service project goal.

Project Implementation Checklist

- ✓ Use your Action Plan as a checklist to confirm the required tasks have been completed and if not, who is responsible for them.
- ✓ Confirm team roles
- ✓ Have all required materials (agenda, handouts, follow up information)
- ✓ Confirm all applicable logistics (site, times, speakers, media equipment, press coverage)
- ✓ Review your People Map to include the people you identified to help achieve your Big Goal
- ✓ DO IT! Implement your project.

Congratulations! You have implemented your project. Now take some time to reflect with your team. Use the chart below to describe the highlights and challenges of implementing your service project.

Highlights	Challenges