Module 5 Create Your Action Plan





5.A.1

Create an Action Plan Worksheet

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



A successful team member has to know their strengths and weaknesses and be able to identify the ways to serve the team and help everyone reach their big goal. Use the chart below to help identify what everyone will do based on their likes and strengths.

Part 2

- 1. You may have noticed that different people on your team have different interests and skills. Think about who is interested in contributing to or leading different tasks.
- 2. Refer to the above tasks and discuss what role each team member will fill to complete your team's action plan.

Use the chart below to define and explain each role. Circle the tasks that are yours and use the chart below to have a list of everyone's role.

Explanation of Duties (Summary of tasks in previous chart)

Once you have worked with your team to define individual roles, think about your tasks and how you feel about them.

Respond to the questions below and be prepared to share your responses with your team members.				
Q Define and explain your role(s) on the team. How do you feel about your role(s) on your team?				
Q Do you think you will be able to use your skills and interests to help the team complete your Lead4Change project? Would you like to change and adjust your role?				



In the table below, write down the predicted obstacle and how you plan to address it.

Predicted Obstacle/Hurdle	How to Overcome
Example: We cannot leave a collection box in the front entry.	Ask if we can come early and sit with the collection box as people arrive, then store it in our teacher's room.



What is your vision for how your team will operate and interact with one another? This is your "How We Win Together" statement. It means, if this statement is true, you will surely find success!

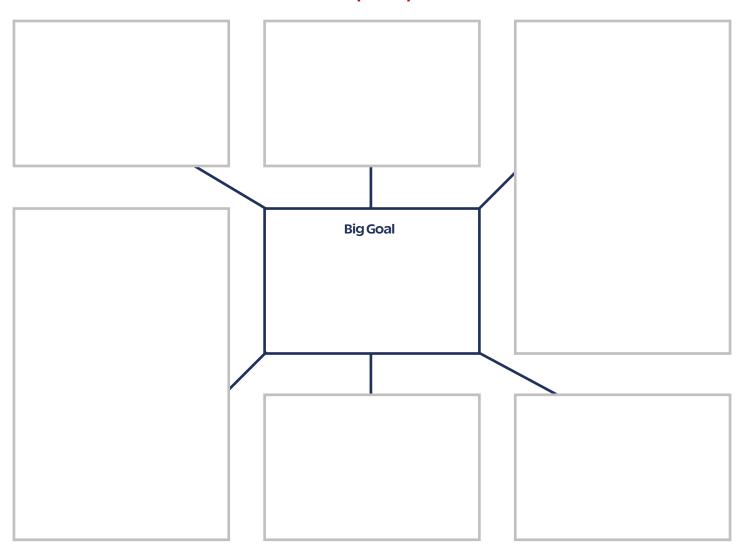
Success Means:	



Now that you have identified your Big Goal and selected your project, think about who you will need to take with you in order to achieve that goal. Work with your team to complete your People Map.

- 1. Write your Big Goal in the center of the People Map.
- 2. In the rectangles surrounding your Big Goal, write the groups and individuals you will need to bring with you.
 - Think broadly about who to include on your People Map. (For example: local non-profit organizations, teachers in your school, parents, other friends, other groups in your school, etc.)
 - Add more boxes as needed. Many of these people are your key stakeholders, others will be listed because they will help get the project completed.
 - Print this page to use the space below or use a separate sheet of paper







Achieving your Big Goal is a living and growing process – you will always be thinking of new ideas and people to take with you.

Q Why is it important to take people with you as you set out to achieve your Big Goal?

why is it important to take people with you as you set out to achieve your sig Goal?					
Q How can you remain open to new ideas and people to work with?					
Q How can you	remain open to nev	w ideas and people	to work with?		
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