

# Action Planning Arrow For Planning a Service Project

## Instructions

1. Brainstorm all the resources you have at your disposal to complete the project you have outlined (money, talents, contacts).
2. Brainstorm all the potential barriers to implementing the project you have identified.
3. Rank resources in order from most important (#1) to least important.
4. Brainstorm all the steps, actions and tasks that will have to take place to complete the project. Put one step, action or task on a post-it.
5. Put the post-its in chronological order.
6. Develop a timeline for them once in order.
7. Determine deadlines and who is responsible for specific steps, tasks or actions.
8. Think about how resources and steps, actions, or tasks can eliminate barriers.



**Goal**

**Steps, Tasks, Actions**

**Barriers**

**Resources**

A large house-shaped diagram with a triangular roof and a rectangular base. The base is divided into three vertical sections by two dotted lines. The top section is the roof, and the bottom three sections are the base. The word "Goal" is written above the roof. The labels "Steps, Tasks, Actions", "Barriers", and "Resources" are written vertically on the left side of the diagram.

Developed by Youth Outreach



### Assessing Project Progress

During the implementation of a project make sure to take time to assess how the project is progressing. When assessing your progress you should both identify what is working and what you still need to figure out (how to's).

What's Working	How To's

## Identifying Challenges Worksheet

Every project can encounter challenges. This worksheet helps you identify what some possible challenges are, to assess the severity of the challenges and to identify plans to deal with the challenges. In order to assess severity of a challenge, first assign a number on a scale from 1 (lowest impact) to 5 (highest impact) to quantify the potential impact. Next determine probable it is that the identified challenge will occur, assign it a number on a scale from 1 (least likely) to 5 (most likely). To determine severity, multiply the impact number by the probability number. This can help you determine which challenges are most critical to have contingency plans for.

Possible Challenge	Impact of Challenge	Impact (1-5)	Probability (1-5)	Severity (Probability x Impact)	Contingency Plan

## Project Team Form

**Project Name:**  
**Program Code:**  
**Project Team Leader:**  
**Project Description:**

Staff Team Member	Role/Responsibility	Estimated Time Required
	•	
	•	
	•	
	•	
	•	
	•	
	•	
	•	

**Instructions:**

- 1) Fill in project name, current program code (if it does not exist, please indicate new code required) and project team leader
- 2) Provide 1-2 sentence project description
- 3) Identify all possible staff (including team leader) who will be required to work on the project, insert names and title/area
- 4) List role/responsibilities for each staff team member
- 5) Estimate time that will be required for each staff to complete role/responsibility outlined. You may use days, weeks or percentage of time depending on project.

## Situation Assessment

In beginning any project, before developing the plan you should assess what you know about the project. Below is a form, which can help you assess the situation.

<b>Facts (background)</b>	<b>Feelings (background)</b>	<b>Needs (background)</b>	<b>Intentions (problem or opportunity)</b>	<b>Ideas (past or new)</b>