

Planning Process Description Sheets



Identify Concerns

- State the activity or problem you want to address in complete sentences.
- Evaluate your activity or problem and narrow it down to a workable idea or project that interests and concerns you.

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Set a Goal

- Get a clear mental picture of what you want to accomplish, and write your ideas down as your goal.
- Make sure your goal is one that can be achieved and evaluated.
- Consider the resources available to you.

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Form a Plan

- Decide what needs to be done to reach your goal.
- Figure out the who, what, where, when, and how.
- List the abilities, skills, and knowledge required on your part.
- List other available resources, such as people, places, publications, and funds.
- Make a workable timetable to keep track of your progress.
- List possible barriers you might face, and develop plans if necessary.
- Decide ways to recognize your accomplishments along the way.

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Act

- Carry out your plan.
- Use family, community members, advisers, committees, task forces, and evaluation groups when needed.
- Write down what happened when you executed your project.

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Follow Up

- Determine if your goal was met.
- List ways you would improve your project or plan for future reference.
- Share and publicize your efforts with others, including the media if appropriate.
- Recognize members and thank people involved with your project.