

Develop a Plan

Define goals, links to curriculum and ways to measure progress; outline action steps and timeline.



A mission statement keeps everyone focused on the purpose of the project and can be shared with others. Work together to create a mission statement that will clearly and concisely communicate the objectives and intentions of the project.

As a group, discuss the following questions to guide the development of the mission statement.

- Who are we?
- What is the project?
- What is the purpose of the project?
- Who will benefit from the project?

Mission Statement Template

(Your group) will work together to (statement of action/service being provided) which will (result/outcome you expect), and help to (how individuals or the community will benefit).

Write your Mission Statement here:

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Set Project Goals!

Based on your mission statement, determine specific goals (broad statements of meaningful outcomes) that can be met while completing this project.

Personal/Social Goals (things about yourself and working with others):

1. _____
2. _____

Academic Goals (skills and knowledge that can be applied to classroom learning):

1. _____
2. _____

Civic Goals (new knowledge about your community and how it works):

1. _____
2. _____

How will you know if you have achieved the established goals?

Personal/Social Goals:

Academic Goals:

Civic Goals:

Action Plan for _____ Project

Tasks	Person Responsible	Materials/Equipment Needed	Contact Person	Start Date	Completion Date

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Based on the **Action Plan** developed, you can begin to create a budget for the proposed project. By creating a budget, you will determine if you need to seek additional support through a grant or fund-raising efforts.

In the table below, identify the quantity, estimated and actual cost of materials, and equipment needed to complete the project as identified in the **Action Plan**.

Budget Worksheet			
Materials/Equipment	Quantity	Estimated Cost	Actual Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Total			