

# Project Planning

**Instructions:** Work together as a team to plan a small community service project. Use this handout to guide your thinking and record your ideas.



## 1. Brainstorm Ideas

List at least three possible project ideas your team could plan. Think about what your school or community needs.

- Idea 1: \_\_\_\_\_
- Idea 2: \_\_\_\_\_
- Idea 3: \_\_\_\_\_

## 2. Project Description *(choose one idea from above)*

What is your project, and who does it help?

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## 3. Project Goal

What is your team trying to achieve? What will success look like?

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## 4. Roles and Responsibilities

List each team member and their role in the project.

Name: \_\_\_\_\_ | Role: \_\_\_\_\_

Name: \_\_\_\_\_ | Role: \_\_\_\_\_

Name: \_\_\_\_\_ | Role: \_\_\_\_\_

Name: \_\_\_\_\_ | Role: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Project Planning



### 5. Key Steps and Timeline

List the main steps needed to complete the project. Then assign an estimated time or order for each.

Step 1: \_\_\_\_\_ | When/Order: \_\_\_\_\_

Step 2: \_\_\_\_\_ | When/Order: \_\_\_\_\_

Step 3: \_\_\_\_\_ | When/Order: \_\_\_\_\_

### 6. Challenges and Solutions

What challenges might your team face, and how will you handle them?

Challenge: \_\_\_\_\_ | Solution: \_\_\_\_\_

Challenge: \_\_\_\_\_ | Solution: \_\_\_\_\_

### 7. Presentation Notes (optional)

Use this space to jot down what you'll share with the class.

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