

**CREATE AN ACTION PLAN**

The next time you assign a project, ask students to first think about the tasks that are needed to complete the project. If it is a group project, also have students think about who will perform those tasks and what unique skills each person can offer to the group. Instruct students to work with their team and create a list of tasks to complete.

- ▶ In the first column, as a group, students should list all of the tasks, activities, and ‘parts’ of the project they need to accomplish.
- ▶ Students can then use a calendar to work backwards from the project due date to create deadlines for individual tasks and the starting step.

TASK TO DO	DEADLINE (DUE DATE)	STARTING-STEPS/HOW TO ACCOMPLISH

- ▶ Have groups refer to the tasks they recorded and discuss what role each team member will fill to complete the team’s action plan. Give students the chart below to define and explain each role.

TEAM MEMBER	ROLE	EXPLANATION OF DUTIES (SUMMARY OF TASKS IN PREVIOUS CHART)

- ▶ Encourage students to keep their action plan somewhere important so they can refer to it often to stay focused throughout the project.

*For complete details on the full Action Plan activity, refer to Lead4Change Lesson 6, Activity 1 (12 Lesson Track) or Lesson 4, Activity 1 (6 Lesson Track)*