




**Project-Based Learning**  
**PROJECT ACTION MEETING Three**  
**Establishing Activity/Event Action Plans**  
**Student Activity Sheet**

H. ENG PBL 003

 **Lesson Objective** – To conduct the sixth group project meeting or step – to create a Goal Action Plan for individual events or activities.

**Tool Description** – In a five-step process, Instructor and the Project Facilitator will lead team members into breaking down each major project activity or event into task components or categories, such as budget, menu, location, agenda, etc. Next, with consensus, key objectives will be written for each major component to communicate expectations. The manager of each component will complete the priority option chart and determine completion dates, etc. Then, for more complex activities or events, each person or persons responsible for each component will create phases of completion and daily to-do lists. Project team members will be requested to develop of a project journal for project reflection as project progresses, along with the changes needed for the next time.

**Supplemental (Alexa) Voice Narration and PowerPoint Student Guidance Available for this Specific Tool:** To preview or download accompanying narration and guidance accessory tools, such as an Alexa script or a PowerPoint, please go back to the original download page by inserting **PG006** into the Main Search Bar or use the following link:

<https://learningconnect.org/tool/pg006-g-project-planning-action-meeting-two-establishing-event-action-plans-std-act-sheet/>

(You must be currently subscribed and logged into the Learning Connect website to access this link.)



**Student Materials List:** Paper and pencil per student

**Team Materials List:** a. Event and Activity Action Plan b. Event Task Checklist c. Event Task Checklist (per phase with objectives)  
d. Personal Daily/Weekly Project Form e. Project Task Contact Sheet f. Project Log/Journal  
(Enlarge charts and forms, if possible. Laminate each chart created and use dry erase markers for changes and updates.)

**Teacher Contribution:** a. Please provide copy of the **Project Action Meeting Two Tool** to Facilitator, which includes script for meeting. b. Please ensure a flip chart or board and markers are provided for the recorder to capture project notes. c. Please provide multiple copies of the following documents per project member or request they use their own paper using the format provided:

1. **Event and Activity Action Plan**
2. **Event Task Checklist**
3. **Event Task Checklist (per phase with objectives)**
4. **Personal Daily/Weekly Project Form**
5. **Project Task Contact Sheet**
6. **Project Log/Journal**

d. (Optional) Enlarge charts and forms, if possible. Laminate each chart created and use dry erase markers for changes and updates.

## Establishing Event and Activity Action Plans Team Instructions

As directed by teacher, review the key objectives for your assigned individual project event or activity. As a project team, follow the instructions and tool format provided to create an **INDIVIDUAL EVENT ACTION PLAN** for your assigned project activity. Use flip charts and separate sheets of paper to complete the assignment. Any action plans presented are just examples. The action plans are change based upon your organizational needs. Following are the different examples of plans and task checklists.

1. **ACTIVITY OR EVENT TASK CHECKLIST**
2. **EVENT COMPONENT COMPLETION PHASES**
3. **EVENT TASK CHECKLIST (per phase)**
4. **PERSONAL DAILY/WEEKLY CHECKLIST**
5. **PROJECT TASK CONTACT SHEET**
6. **PROJECT LOG/JOURNAL**

### 1. **ACTIVITY OR EVENT TASK CHECKLIST**

Depending upon the event or activity, the Activity Manager or persons responsible break down the event or activity into components. For example, if it is an event, examples of components would be budget, menu, location, theme, room, staging, agenda, invitations, table settings, seating, publicity, presenters, entertainment, sponsors and on and on. The task checklist consists of a column for each major component. It may prove beneficial to have a person responsible for each component for efficiency. All persons responsible should discuss and establish agreed upon objectives per component to ensure task coordination, expectation and success. All Component Managers should communicate and work together in making planning decisions, **especially if the tasks are dependent upon another for completion**. Next, within each component column, there is room to list major tasks. For each major task, complete the priority completion chart, the planned task deadline and the person or persons responsible.

Be creative. A graphic showing all the major phases or tasks of the project, such as a flow chart or road map may prove helpful. Laminate a graphic or create a poster to show major progression using markers and rewards for completing certain phases.

## **2. EVENT COMPONENT COMPLETION PHASES**

Depending upon the complexity of the component, some components may have to be divided into phases for completion. Phases are stages or a series of related or sequential events to be accomplished together. For example, the decoration component may have three phases or stages for completion – the design stage, the construction stage and room decoration placement stage.

## **3. EVENT TASK CHECKLIST (per phase)**

Once the phases are determined, a task checklist can be created for each phase. For example, what are the tasks to be completed in the design stage for the decorations?

## **4. PERSONAL DAILY/WEEKLY CHECKLIST**

Using the priority chart provided, establish the most important to least important tasks to be completed each day or week.

## **5. PROJECT TASK CONTACT SHEET**

Communications in conducting a project is immensely important to the success of the project. Ninety percent of the problems experienced within a project is due to lack of communications. Complete the contact form provided to ensure efficient and effective communications. Contact information should also be developed and provided for individuals and businesses willing to help or is needed to complete the task.

## **6. PROJECT LOG/JOURNAL**

For the last step, use a Project Journal process to post about their project experience. Instructor may establish a Daily Project Journaling time to post about each day's project experience. Sentence stems are available in the project action plan tool to help you record your journal experience. Some examples of the stems are as follows. I understand our project is to blank. My job is to blank. My job would be easier if blank. Next time, I would do the following task differently how and why. I am most proud of blank. A Project Sharing Day will be established for students to share and make presentations about their project's progress.

**Get Ready, Start, Go!**  
**Pacer Points**

1. Complete the most difficult tasks at the most alert times.
2. Take breaks occasionally from difficult tasks and concentrate on less difficulty activity.
3. Learn to divide projects into smaller tasks and establish deadlines for each task, creating shorter deadlines as experience is achieved.
4. Learn to prioritize a list of tasks based upon importance and criticality. Using A for most important to C for least important.
5. Journal daily about the tasks accomplished, including a telephone log, indicating person talked to and major decisions agreed upon.
6. Locate “**Project /Industry Coaches**” who can brainstorm and guide students in selecting, developing and completing a project. Project/Industry Coaches can provide direction, resources and recognition. They can also assist students in noting areas needing more focus and concentration

**EVENT PLANNING COMPONENT  
EXAMPLES**

1. **EVENT AND VENUE COMPONENTS - DATE, LOCATION AND NUMBER OF ATTENDEES PLANNED**
2. **MAIN EVENT COMPONENTS - (Based Upon Goals and Objectives) –**
  - A. **Theme & Décor** – Event (Formal/Informal)? Color Theme? Props? Floral? Candles? Runners? Chair Covers?
  - B. **Agenda** – Detailed Timeline, Script & Bio Cards, VIP Introductions (Included in Timeline), Master of Ceremonies, Entertainment Introductions.
  - C. **Menu Selection** – Formal Dinner – Full Formal Table Setting? Informal Dinner – Dinner Table Setting? Business/Working Lunch? Breakfast? Luncheon? Tea? Reception? Passed Hors D'ouvres? Food Stations? Outdoor Event – Picnic/BBQ?
  - D. **Service Type** – Buffet? Plated? Items to Be Preset? Items to Be Offered at Guest Arrival?
  - E. **Invitations** – Save The Date (Electronic or Mailed)? Informal Invitation? Formal Invitation? Map Card (Location)? RSVP Card? - Invitation Designs, Printing Dates, Postage, Drop Date (Mailing Date)
  - F. **Table Setting** – Color, Centerpieces, Place Settings, Table Linens, Napkins (Linen? Paper? Dinner? Cocktail? Fold Design?), Table Numbers, Preset Salad/Dessert
  - G. **Name Tags & Place Cards** (Print or Purchase?)
  - H. **Room & Stage Set-Up** – Head Table Seating, Backdrop, Stage Stairs, Audio/Visual Equipment, Microphone, Podium, Stage Layout Sketch, Lighting, Temperature.
  - I. **Seating Set-Up** – Rounds (6, 8, 10 Or 12)? Classroom (Rectangles)? Board Room Style? Theatre Style?
  - J. **Other** – Registration Table? Photographer? Coat Rack/Check? Accessibility? Parking?

3. **BUDGET AND COST COMPONENT** – Room Rental, Food & Beverages, Equipment, Speaker Fees, Travel, Printing Cost, Etc.
4. **PERSONNEL COMPONENT** – Committee Members Coordination, Clean-Up
5. **PUBLICITY COMPONENT** – Media Relations, VIP Coordination, Signage, Online/Social Media and Calendars, Etc.
6. **SPEAKERS/PRESENTER COMPONENT** – Invitation Letter, Contract, Travel Arrangements, Appreciation Gift
7. **ENTERTAINMENT COMPONENT** – Live Music? Background CD? Music Stands? Microphones? Piano?
8. **SPONSORS/PARTNER COMPONENT** – Contact List, Appreciation Token

**ACTIVITY OR EVENT TASK  
CHECKLIST**

**Event/Activity Goal:**

**Event/Activity Objective:**

**Component:**

**Component:**

**Component:**

**Component:**

**Task:**

**Task:**

**Task:**

**Task:**

**Priority: 1 2 3 4 5 6 7 8**

**Priority: 1 2 3 4 5 6 7 8**

**Priority: 1 2 3 4 5 6 7 8**

**Priority: 1 2 3 4 5 6 7 8**

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Owner:**

**Owner:**

**Owner:**

**Owner:**

**Component:**

**Component:**

**Component:**

**Task:**

**Task:**

**Task:**

**Task:**

**Priority: 1 2 3 4 5 6 7 8**

**Priority: 1 2 3 4 5 6 7 8**

**Priority: 1 2 3 4 5 6 7 8**

**Priority: 1 2 3 4 5 6 7 8**

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Deadline:**

\_\_\_\_\_ ✓ Completed

**Owner:**

**Owner:**

**Owner:**

**Owner:**



**EVENT COMPONENT  
COMPLETION PHASES**

**Activity Goal:**

**Event Component:**

<b>Phase ONE</b>	<b>Phase TWO</b>	<b>Phase THREE</b>	<b>Phase FOUR</b>
<b>Objectives:</b>	<b>Objectives:</b>	<b>Objectives:</b>	<b>Objectives:</b>
<b>Priority: 1 2 3 4 5 6 7 8</b>	<b>Priority: 1 2 3 4 5 6 7 8</b>	<b>Priority: 1 2 3 4 5 6 7 8</b>	<b>Priority: 1 2 3 4 5 6 7 8</b>
<b>Deadline:</b>	<b>Deadline:</b>	<b>Deadline:</b>	<b>Deadline:</b>
<b>Owner(s):</b>	<b>Owner(s):</b>	<b>Owner(s):</b>	<b>Owner(s):</b>
<b>Phase FIVE</b>	<b>Phase SIX</b>	<b>Phase SEVEN</b>	<b>Phase EIGHT</b>
<b>Objectives:</b>	<b>Objectives:</b>	<b>Objectives:</b>	<b>Objectives:</b>
<b>Priority: 1 2 3 4 5 6 7 8</b>	<b>Priority: 1 2 3 4 5 6 7 8</b>	<b>Priority: 1 2 3 4 5 6 7 8</b>	<b>Priority: 1 2 3 4 5 6 7 8</b>
<b>Deadline:</b>	<b>Deadline:</b>	<b>Deadline:</b>	<b>Deadline:</b>
<b>Owner(s):</b>	<b>Owner(s):</b>	<b>Owner(s):</b>	<b>Owner(s):</b>

**EVENT TASK CHECKLIST  
(PER PHASE WITH OBJECTIVES)**

**PHASE/CATEGORY:**

**Key Objectives:**

<b>Major Task List</b>	<b>Person Responsible</b>	<b>Planned Completion Date</b>	<b>Actual Date Completed</b>

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**PERSONAL DAILY/WEEKLY**

**PROJECT FORM**

<b>Name</b>	Date
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<b>Project/Problem Solution</b>	Class Hour
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**Group Name**

Each project member should complete a PERSONAL WEEKLY/DAILY PROJECT PACER list with a priority column to establish the most important to least important tasks to be completed each week/day. Create a personal laminated check-off list as tasks are completed.

<b>PHASE</b>	<b>KEY OBJECTIVE</b>
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**TASK**

To Do List	Priority – A, B, or C (A-Most Important)	Task Deadline	Task Completed	Comments



**PROJECT LOG/JOURNAL**

<b>Name</b>	<b>Date</b>
<b>Project</b>	<b>Class Hour</b>

**Group Name**

1. Your Teacher may institute a **“Project Posting Time/Day”** for all students to share knowledge by journaling and making presentations related to the progress of their project.
2. Use sentence stems to record or journal their project experience.

**Project Sentence Stem Examples**

- A. I understand our project is to.....
- B. My job is to .....
- C. My job would be easier if .....
- D. Next time, I would do the following task of \_\_\_\_\_ differently. How and Why?
- E. I am most proud of .....

<b>DATE</b>	<b>JOURNAL</b>



**SCIENTIFIC LEARNING STRATEGIES:**

**Learning Cluster Resource – 003 – Analytical Thinking Strategies**

**Learning Cluster Resource – 004 – Brainwaves and Brain Sessions (Brainstorming and Brainwriting) Strategies**

**Learning Cluster Resource – 009 – Cooperative Learning, Community and Collaboration Strategies**

**Learning Cluster Resource – 010 – Critical Thinking Strategies**

**Learning Cluster Resource – 020 – Group Innovation Strategies**

**Learning Cluster Resource – 027 – Listening Strategies - Paraphrasing, Clarification, or Reflection**

**Learning Cluster Resource – 037 – Project Strategies**

**Learning Cluster Resource – 039 – Problem-Based Learning, Scenario-Based Learning, and Case-Based Learning Strategies**

**Learning Cluster Resource – 040 – Questioning and Inquiry Strategies**

**Learning Cluster Resource – 051 – Rubric and Feedback Strategies**