



# **LEARNING CONNECT**

An Instructional System For Raising Student Achievement

## **PROJECT MEETING SERIES**

### **6 – Establishing Project Action Plans**

# INTRODUCTION

- 1. (Event Manager) – Have Event Teams break down their event/activity into phases or components.**

**Components – Budget, Menu, Location, Theme, Room and Staging, Agenda, Invitations, Table Settings, Seating, Publicity, Presenters, Entertainment, Sponsors, etc.)**

**2. (Event Manager) – Have Event Teams generate a couple of simple objectives for each component.**

**Components –Budget, Menu, Location, Theme, Room and Staging, Agenda, Invitations, Table Settings, Seating, Publicity, Presenters, Entertainment, Sponsors, etc.)**

**Establish objectives, priority, deadline and person responsible (owner) for each component.**

**Example:**

<b>The MENU Component:</b>	
<b>Menu Objective: To provide.....</b>	
<b>Priority:</b>	<b>1 2 3 4 5</b>
<b>Deadline:</b>	
<b>Owner(s):</b>	

- 1. (Event Manager) – Have the person(s) responsible for a component break down the component into a Task Checklist.**

**Components – Menu, Budget, Location, Theme, Room and Staging, Agenda, Invitations, Table Settings, Seating, Publicity, Presenters, Entertainment, Sponsors, etc.)**

## Component Task List: Menu

Task: Make Meat/Veg Selection	Task: Make Drink Selection	Task: Make Dessert Selection
1. 2. 3. 4.	1. 2. 3. 4.	1. 2. 3. 4.
Priority 1 2 3 4 5	Priority 1 2 3 4 5	Priority 1 2 3 4 5
Deadline:	Deadline:	Deadline:
Completion Date:	Completion Date:	Completion Date:
Owner:	Owner:	Owner:

- 4. Be creative. Create a graphic showing all the major phases/categories, such as a road map or flow chart. Laminate and post to show major progression.**

- 5. (Event Manager) – Have Event each person responsible create a Personal/Weekly Project Pacer “TO DO” list with a priority column.**



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.

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

- 6. (Task Manager) – Create a Contact List with email and cell phone information for all individuals and businesses willing to help or is needed to complete the task.**

- 7. (Facilitator) – Work with instructor to establish a “Project Journal” process to share about the project experience.**

# Project Log/Journal

1. Institute a “Project Posting Time/Day” for 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 .....

DATE

JOURNAL

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