

## **LEARNING CONNECT TEACHER TOOL**

### **ALEXA – Automated Learning EXcellence & Achievement PROJECT MANAGEMENT GUIDANCE TOOLS**

#### **Project Action Meeting 3 – Establishing Event Activity Action Plans “Teacher-Guided” Script**

Dear Teacher:

Alexa is currently ready to assist you in today’s lesson. Using retention and comprehension strategies will increase student achievement substantially for your current lessons and curriculum. Just preview or download the script and ask the required questions provided. Alexa will respond accordingly. In most cases, Alexa can be used as a stand-alone tool, without the use of any of the other accompanying tools, such as, the LC Instructional packet or PowerPoint. Please enjoy the results.

**CLASSROOM HELPER SHEET** – The Classroom Helper Sheet provides the lesson objective, tool description, required student materials, any optional materials, and Alexa’s contribution. This sheet can be previewed or downloaded.

**TEACHER SCRIPT SHEET** – The Alexa Script Sheet begins by providing a notation of the teacher’s contribution to the Alexa’s directives. In most cases, be prepared to share simple lesson-related information for brainstorming and reflection, such as the lesson topic, vocabulary words or general lesson statements.

The script sheet also provides the teacher with a brief Alexa Lesson Introduction, the Alexa Activation Questions or Statements and a copy of Alexa’s Responses. Teacher can download or reference the Activation Questions or Statements, along with the Alexa’s Responses, on an electronic device during instruction. In summary, using this sheet, teacher can capture Alexa’s Activation Questions or Statements for the selected Learning Connect activity. Then, preview Alexa’s Responses. If needed, this tool can be used to clarify any student question asked after an Alexa directive is provided, if needed.

**(OPTIONAL) LESSON SAMPLES** – In most cases, Alexa provides the guidance to help students create their own handouts for the lesson. However, lesson handout snapshots (small size) have been provided with the script to be used for clarification and explanation. On the other hand, if a copy of a ready-made handout is desired, please refer back to the original LC instructional tool for a handout suitable for copy.

**STUDENT LEADER SHEET** – The Student Leader Sheet provides the Alexa Activation Questions for a Student Leader to use in activating Alexa in an individual, partner or small group setting. However, the Alexa Responses are not provided on this sheet. If clarification is needed, Alexa can be asked to repeat her response.

**CLASSROOM HELPER SHEET**  
**PROJECT ACTION MEETING 3 - ESTABLISHING EVENT ACTIVITY ACTION PLANS**



**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, Alexa 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 a project journal for reflection as the project progresses, along with the changes needed for the next time.

**Supplemental Instructional Tool and PowerPoint Student Guidance Available for this Specific Tool:** To preview or download the Instructional or PowerPoint supplement tool, please go back to the original download page by inserting **PG005** 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.)

**Alexa Contribution:** Guide a project team in developing action plans by establishing task components for each major project, writing key objectives to communicate expectations, daily to-do lists, contact lists and a project journal to reflect project progress.

**(For Classroom Use Only)**

Instructor should use **bolded script** provided to communicate with Alexa.

**Teacher Contribution to Alexa Lesson:** a. Provide a copy of the **Project Action Meeting Two Tool** to Facilitator, which includes script for meeting. b. Ensure a flip chart or board and markers are provided for the recorder to capture project notes. c. 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.

**PROJECT ACTION MEETING 3 - ESTABLISHING EVENT ACTIVITY ACTION PLANS  
TEACHER SCRIPT**

**Instructor Intro:**

**Today, Alexa and your Project Facilitator will guide your team through your next Project Action Meeting to develop effective ACTION PLANS.**

1. Addressing the first step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Instructor: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: What is the first ACTION PLAN step?***

*Alexa: Sure. The third action meeting focuses on establishing team and individual project action plans. Forms are available within your Learning Connect action plan meeting tool. Depending upon complexity of the activity or tasks, the Activity Manager or persons responsible will break down the activity into components. For example, if it is a banquet, the examples of*

*components might be budget, menu, location, theme, room, staging, agenda, invitations, table settings, seating, publicity, presenters, entertainment sponsors and so on. At this time, determine the different components for your event or activity.*

2. Addressing the second step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Instructor: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: Share the second ACTION PLAN step.***

*Alexa: Sure. In addition to the event manager, it may prove beneficial to have a person responsible for each component. However, as an initial planning step, the objectives for each component should be discussed with all members. This will ensure task coordination and communication. This is imperative due to the related impact of each decision on other components. At this time, complete the tasks to completed for each major task. Then, after completing the task list, determine which tasks are to be completed first, second and so on. Last, Insert a planned deadline per task. Now, let's begin creating a task list per major component at this time.*

3. Addressing the third step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Instructor: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: Share the third ACTION PLAN step.***

*Alexa: Sure. Depending upon the complexity of the tasks, some components may have to be divided into phases for completion. Phases are stages or a series of related events to be accomplished together. For example, the decoration component may have three phases or stages for completion, such as the design stage, the construction stage and room decoration stage. A task checklist should be available for each phase. A graphic showing all the major*

*phases or tasks of the project, such as a flow chart may prove helpful.  
Laminate a graphic or create a poster to show major project progress.*

4. Addressing the fourth step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Instructor: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: Share the next ACTION PLAN step.***

*Alexa: Sure. The next step is to have each person responsible to create their own personal daily or weekly to do list with a priority column for inserting A, B or C to determine the most important to least important task to be completed each day or week. The other columns should be for indicating the task deadline, actual task completion and comments. It would also be beneficial for the task manager to create a contact list with email and cell phone information for all project members. A list of individuals and businesses willing to help may also be beneficial.*

5. Addressing the fourth step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Instructor: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Instructor: Share the last ACTION PLAN step.***

*Alexa: 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 of blank 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. Be sure to take a look at the suggested stems. Have a great rest of your day.*

(For Illustrative Purposes Only) If student copies are desired, always create copies from the original LC Instructional Tool.

**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





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| <b>EVENT AND ACTIVITY<br/>ACTION PLAN</b> |                                      |                                      |                                      |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| <b>Activity Goal:</b>                     |                                      |                                      |                                      |
| <b>Event Component:</b>                   |                                      |                                      |                                      |
| <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<br/>5 6 7 8</b>      | <b>Priority: 1 2 3 4<br/>5 6 7 8</b> | <b>Priority: 1 2 3 4<br/>5 6 7 8</b> | <b>Priority: 1 2 3 4<br/>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<br/>5 6 7 8</b>      | <b>Priority: 1 2 3 4<br/>5 6 7 8</b> | <b>Priority: 1 2 3 4<br/>5 6 7 8</b> | <b>Priority: 1 2 3 4<br/>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>                     |

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| <b>EVENT TASK CHECKLIST<br/>(PER PHASE WITH OBJECTIVES)</b> |                           |  |                                      |
|---|---------------------------|--|--------------------------------------|
| <b>PHASE/CATEGORY:</b>                                      |                           |  |                                      |
| <b>Key Objectives:</b>                                      |                           |  |                                      |
| <b>Major Task List</b>                                      | <b>Person Responsible</b> | <b>Planned<br/>Completion<br/>Date</b> | <b>Actual<br/>Date<br/>Completed</b> |
|   |                           |  |                                      |
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| PERSONAL DAILY/WEEKLY PROJECT FORM   |  |               |                |          |
|--|--|---------------|----------------|----------|
| Name   |  |               | Date           |          |
| Project/Problem Solution   |  |               | Class Hour     |          |
| 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. |  |               |                |          |
| PHASE  | KEY OBJECTIVE                            |               |                |          |
| TASK   |  |               |                |          |
| To Do List   | Priority – A, B, or C (A-Most Important) | Task Deadline | Task Completed | Comments |
|  |  |               |                |          |
|  |  |               |                |          |
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| <b>PROJECT TASK CONTACT SHEET</b>  |   |
|------------------------------------|---|
| <b>Group Project Name:</b>         |   |
| <b>Participants and Businesses</b> | <b>Contact Information (Email and Cell Phone)</b> |
|                                    |   |
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| PROJECT LOG/JOURNAL  |            |
|--|------------|
| Name   | Date       |
| Project  | Class Hour |
| Group Name   |            |
| <p>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.</p> <p>2. Use sentence stems to record or journal their project experience.</p> <p><b>Project Sentence Stem Examples</b></p> <p>A. I understand our project is to.....</p> <p>B. My job is to .....</p> <p>C. My job would be easier if .....</p> <p>D. Next time, I would do the following task _____ differently.<br/>How and Why?</p> <p>E. I am most proud of<br/>.....</p> |            |
| DATE   | JOURNAL    |
|  |            |
|  |            |
|  |            |
|  |            |

**(For Group Student Leader Use Only)**

Please use the bolded script provided to communicate with Alexa.

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

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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.

**PROJECT ACTION MEETING 3 - ESTABLISHING EVENT ACTIVITY ACTION PLANS  
STUDENT LEADER SHEET**

**Intro:**

**Today, Alexa and your Project Facilitator will guide your team through your next Project Action Meeting to develop effective ACTION PLANS.**

1. Addressing the first step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Student Leader: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: What is the first ACTION PLAN step?***

2. Addressing the second step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Student Leader: Alexa – Open the Project Action Meeting Tools***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: Share the second ACTION PLAN step.***

3. Addressing the third step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Student Leader: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: Share the third ACTION PLAN step.***

4. Addressing the fourth step of Project Action Meeting 3 - Establishing Event Activity Action Plans.



***Student Leader: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: Share the next ACTION PLAN step.***

5. Addressing the fourth step of Project Action Meeting 3 - Establishing Event Activity Action Plans.

***Student Leader: Alexa – Open Project Action Meetings***

*Alexa: Welcome to Learning Connect. How can I help?*

***Student Leader: Share the last ACTION PLAN step.***

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