Leadership Project Planning

Project Planning

W's

1. **WHAT** project are you planning to do & **WH**Y? **WHO** will benefit?
2. **WHEN** & **WHERE** will the activity take place? Do you need to "book" gym or other space?
3. **WHAT STAFF** member(s) need to approve the project? Chaperone/supervise?
4. **WHAT** supplies are needed? **WHERE** will you get them from?
5. **WHAT** funds are needed? **WHEN** will the money be needed? **WHERE** will the funds come from? Fill out appropriate request forms. Plan to fundraise if necessary.
6. **WHEN** will the basic planning be done? Supply time-line.
7. **WHO** will do what? **WHO** is the head leader for the project? Supply role and task chart.
8. **WHAT** kind of publicity is needed? **WHAT** is your promotional plan?
9. **WRAP-UP** plan for putting everything away? **WHO** deserves special thank you note at the end?
10. **WORTHWHILE**? Remember to fill out the project reflection when you are done.

TEAM Role & Task Chart

- Need a **LEAD STUDENT** to be the main contact/responsible for project-check in with advisor and make sure 11 W's are complete
- Need **EXECUTIVE TEAM** to organize/run the project
- Need **VOLUNTEER HELPERS** for accomplishing basic tasks
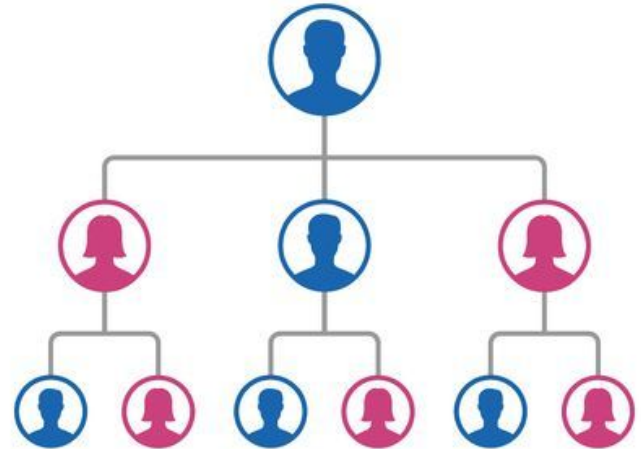
BUDGET form

- Under $100 request form?
- Over $100 fundraising plan?
- Float Request?
- Pre-Purchasing?

Time-Line Form

https://www.visme.co/timeline-maker/

-W's sheet filled out
-Team Role & Task Chart Complete
-Time-Line Complete
-Budget Requests in
-Activity Pre-Planning & Organization
-Day of Activity
-Clean Up and Put Away
-Thank yous
-Project Reflection

Begin at the end and work backwards to determine timing

When to get it done
for your wedding

12+ months out

Set a budget
Congrats, you're engaged! First thing's first, set a budget with your fiancé.

12 months out

Make a website
You'll need a place to gather your thoughts and ideas, so create a blog to organize yourself.

12 months out

Assemble your wedding party
Find your wedding party, guys and gals. Remember Maid of Honor and Best Man.

6 months out

Save the date cards
Time to send out 'save the dates' to all wedding guests.

8-10 months out

Wedding dress
Time to shop for that perfect dress. Start ASAP to avoid unnecessary stress.

12 months out

Book a location
Remember: The best wedding locations get booked up fast.

6 months out

Book the entertainment
Now's the time to book your jazz band, string quartet, DJ etc.

3 months out

Order wedding cake
Yum, here's the time to put your taste buds to work and pick out the most delicious cake.

2 months out

Mail those invitations
Now it's time to send out those gorgeous invitations. Remember to save a few for yourself to frame post-wedding.

PROMOTIONAL PLAN Form

- Announcements
- Posters
- Social Media

  -Facebook

  -Twitter

  -School Monitors

  -

- Other (get creative)

  -sandwhich boards

  -roadrunner

  -physical connection

  -classroom boards