

The ROPES of Project Planning

R Reason

_____Social

_____Service

_____Spirit

O bjectives

Main Goal: _____

When: _____

Where: _____

Cost (if necessary): _____

P lanning

Brainstorm ideas: (Using a chalkboard is ideal for filtering.)

What needs to be done?	Whose job?	By When?	Done
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Execution

Get your approvals and advertise using a central theme.

Use the “Done” column above to track your progress.

Signatures & Notifications

Advisor Approval: _____

Did you email appropriate people (Principal, Secretary, etc)? _____

How do we publicize this? (Circle One)

Make Posters

Announcement

Email