Your Action Plan

**TAHI
RUA TECH
TORU**

KIA HIHIKO AOTEAROA!

Secondary

It's time to get the ball rolling! A basic action plan will help you work out how the key steps in your project can slot into the time available to you.

Creating an action plan helps you set out what needs to be done, who will do it and when it when it needs to be done by. You should also note down a comment about your project and if it could harm anybody and steps you could take to ensure that no one is hurt.

You can follow the Action plan example below, or do it your own or your school's way. Make sure to include your Action Plan on your blog once complete!

Our Challenge Problem is:

Our project aim is to:

> You can add and change this timeline at any point during the challenge. Always remember to note why changes needed to be made and regularly evaluate your own progress.
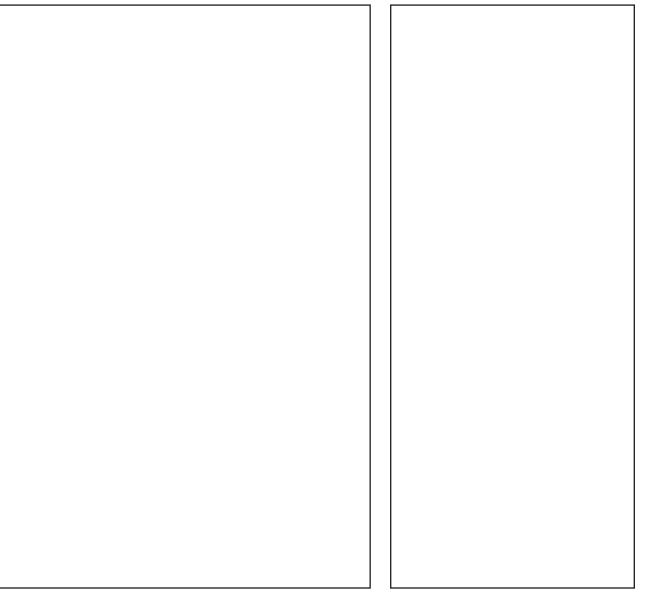
Your Action Plan

1. List of activities to be carried out
Write a list of all of the things you will need to get done to achieve your aim, and how you will go about doing them:

2. To be completed by:
For each Activity, write how long it will take and when it should be completed by:

3. Who's doing what?
Next, assign each of the above activities to a member of your team. Write a team member or members alongside each of the activities above.

Congratulations! You now have an Action Plan.

Remember:
- Your action plan will change as your project progresses.
- You should refer back to your Action Plan frequently.
- Check with your teacher that your project will meet the project criteria.