Your Action Plan

TAHI RUA TECH TORU

KIA HIHIKO AOTEAROA!

Senior Secondary

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

Start by writing down what your aim, need or opportunity is, then list the activities you need to carry out and how long they are likely to take.

Then prepare a timeline and:

1. Enter in the **time available** to you.

2. Enter in the **start date** and **finish date** of your project. Add any other deadlines, for instance the first meeting with your mentor.

3. Mark in the days when class time, resources or other things you need are available to you.

4. You should also mark in periods of time when you know you are **not available to work on your project** (e.g. sports days, school trips and holidays).

5. Put your planned activities on your timeline, being careful to consider how long they are likely to take. Allow extra time for unforeseen difficulties which will arise (and usually do!) at any point.

6. Mark the key dates in your project.

   Plan how you'll source resources; how you'll find out what others have done; what steps you will take to complete your project; when you will visit or discuss things with your mentor, etc.

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

Project Title	
The aim of this Challenge project is to develop a.....	
The Action Steps we need to take to achieve our challenge brief:	
Constraints (including factors and variables):	
Ethics considerations:	
Our key Milestone dates:	
Resources likely to be needed and sourced	
Who will be involved? What will their role be?	
Are there any health and Safety considerations?	
Key anticipated issues and how you plan to solve/overcome them	

Handy Hints:
- Work backwards: identify all the things that need to be done to accomplish your goal.
- Then put each of those items in the Action Steps column and fill out the fields for that row.
- Make sure you break the goal into specific, simple and small bite-sized action steps.
- Set Milestone/deadline dates
- Do a little bit of your project each day so you meet your deadlines.