



**Roots & Shoots**, a program of the Jane Goodall Institute, is a global movement of youth who are empowered to use their voice and actions to make compassionate decisions, influencing and leading change in their communities. Learn more at [rootsandshoots.org](https://rootsandshoots.org)



# ACTIVITY: PROJECT PLANNING GUIDE

## ***Organizing your ideas and creating an action plan with impact***

In this activity, you and your Roots & Shoots group will put on your thinking caps and organize your project ideas. You'll answer important questions, and brainstorm essential project details (what, how, where, when, and who). While you're completing this activity think about your group's long-term and short-term goals. Taking the time now to think through the necessary steps to reach your goals will ensure a successful project.

### **Time Requirement:**

Approximately 45 minutes

### **Materials:**

- \* Paper
- \* Pen or pencil
- \* *Optional:* complete this guide virtually!

## **What**

1. What are the project goals? Think about long-term and short-term goals.
  
2. What challenges might you encounter as you try to address this problem?
  
3. What resources and supplies did you find on your community map that are there to help you be successful? Make a list of what resources you will need (supplies, transportation, etc).



### **TIP:**

Remember "Step 1: Get Engaged"? It's important to get engaged with the topic you have chosen for your service project. Be sure to research the subject and think critically about the effects your project could have. Understanding the issue and its history in your community can ensure that the project you design will have a positive impact.

# ACTIVITY: PROJECT PLANNING GUIDE



## How

1. How and what information will you collect to measure the project's success?
2. How will you overcome the challenges or barriers listed above?

## Where

1. Where would you like your project activities to take place? Do you have permission to use the site from the property owner or local government?
2. If your first choice doesn't work out, what are some alternative locations?

## When

1. When will your project start?
2. When will your project end? Is your project one time, annual, or ongoing?
3. Create a timeline showing target dates for various stages of your project



### TIP:

Make a backwards timeline. Start by choosing the deadline for your project and work backwards by setting dates for all the things that will need to happen prior to that date.

## Who

Who will be responsible for the various project tasks? Consider assigning the below leadership roles to the members of your family!

Project Coordinator

Fundraising Guru

Materials Wrangler

Media Designer

Data Wizard

Paparazzi

Lead Researcher

Share your work on social media and tag [@rootsandshoots](#) for a chance to be featured.

