Activity 1: Develop a List of Tasks/Actions to Carry Out the Solution

An action plan lists all major actionable steps required to meet a project goal as well as who will be responsible **with** due dates. List all tasks that you believe are applicable to reaching the goal. Write all the tasks you can think of. You can go back and edit the list, if necessary.

Action Plan with Steps Using the Example Topic

The goal to implement a campaign to "Stop cars idling at the front of the school"

- *Explain your project to your school principal and asking for permission to place a "no idling" sign at the front of the school or if the school has a digital sign, to put your message there.*

- *Discuss what the sign should say — making it something that will catch the attention of the drivers.*

- *Plan to be outside at the school explaining why you are asking drivers to turn off their cars while waiting.*

Activity 2: Prepare Your Action Plan

The template on the following page is a suggested format for your action plan. First make sure that you are aware of when your final document of 2–4 pages (competition submission) is due and make sure that you complete all the steps by that date. Your action plan should:

1. List the agreed-to tasks in the order you plan to complete them.

2. Be specific in describing each task/activity.

3. Focus on key steps.

4. Identify who will be responsible for each task with due dates.

5. Include team check-in meetings, dates, and times.

6. Review and highlight the actions that are most important.

7. Some actions/timelines may have to be adjusted because of schedule changes or unavailable resources.

8. Prepare a calendar of important dates that team members can use to track their progress.

9. Assign a team member to collect quantitative data (data that can be counted or measured) and qualitative data (descriptive, refers to data that can be observed but not measured).

10. Assign a team member to take notes of "what worked" and "what did not" and how the obstacles or challenges were overcome.

If using Google Classroom, another digital platform, or a dedicated notebook, add your action plan, calendar and other related documents for easy access by all team members.

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Action Plan Template Example

Task	Person Responsible	Due Date
Permission from principal	Taylor & Clara	11/8/2024
Language for "no idling" sign	Team	11/15/2024

Action Plan Template

Task	Person Responsible	Due Date

Activity 3: Share Your Solution and Action Plan

1. Share your issue/problem, project goal and proposed solution to at least one other team. This is called a "peer review."

2. Review your topic/problem, project goal proposed solution, and action plan with your teacher. Confirm any dates/times and permissions required when you may be out of school to carry out your project.

3. Document any suggestions or recommendations provided.

4. Update your action plan to include any recommendations/suggestions, if accepted, from the other team and your teacher.