

Montana FCCLA's

# PROJECT PLANNING GUIDE

Student Edition

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Name



2020-2021



FAMILY &  
CONSUMER  
SCIENCES

Creating Healthy & Sustainable Families





# THE FCCLA PLANNING PROCESS

The planning process is a decision-making tool that supports the organization's overall philosophy about youth centered leadership and personal growth.

## Identify Concerns



The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

Brainstorm concerns; evaluate listed concerns; narrow to one workable idea or concern.

## Set a Goal



The arrow stands for deciding which direction you will take. It points toward the goal or end result.

Get a clear mental picture of what you want to accomplish; write it down; evaluate it.

## Form a Plan



The square represents the coming together of ideas - the who, what, where, when, and how of your plan.

Plan how to achieve goal; decide who, what, where, when, why, and how.

## Act



The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting out the plan.

Carry out project.

## Follow Up



The broken squares suggest examining the project piece by piece. This symbol also represents a "window" through which to review and evaluate the plan.

Evaluate project; thank people involved; recognize participants.

# THE FCCLA PLANNING PROCESS

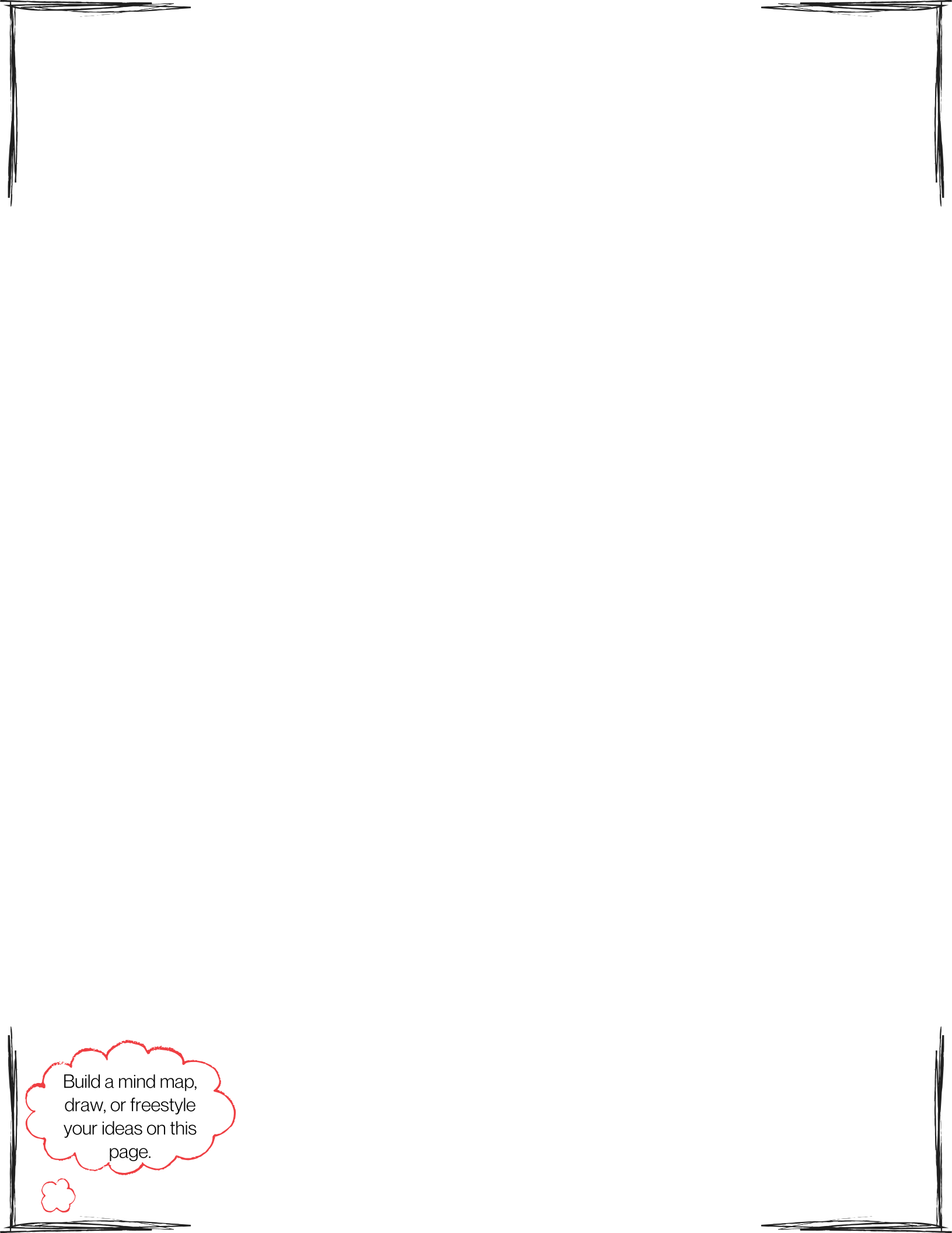
## *Identify Concerns*




The circle represents a continuous flow of ideas and has no beginning or end. As a target, it symbolizes zeroing in on the one idea around which you would like to build a project.

Use the space on the following pages to brainstorm concerns, evaluate listed concerns, and narrow to one workable idea or concern.

A large area for brainstorming and writing, featuring horizontal lines and a vertical red margin line on the left side.



Build a mind map,  
draw, or freestyle  
your ideas on this  
page.



# THE FCCLA PLANNING PROCESS

## Set a Goal



The arrow stands for deciding which direction you will take. It points toward the goal or end result.

Get a clear mental picture of what you want to accomplish, write it down, and evaluate it.

A series of horizontal lines for writing, with a vertical red line on the left side.



Draw a mental picture  
of your goal, using  
arrows, words, etc.



# THE FCCLA PLANNING PROCESS

## Form a Plan



The square represents the coming together of ideas - the who, what, where, when, and how of your plan.

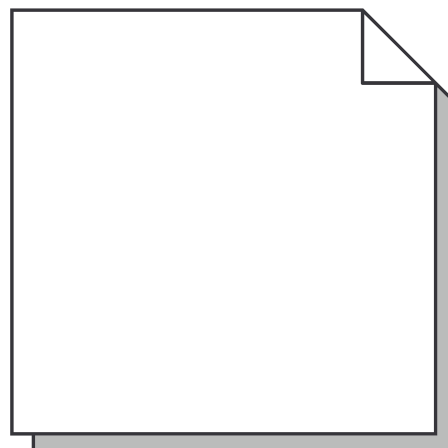
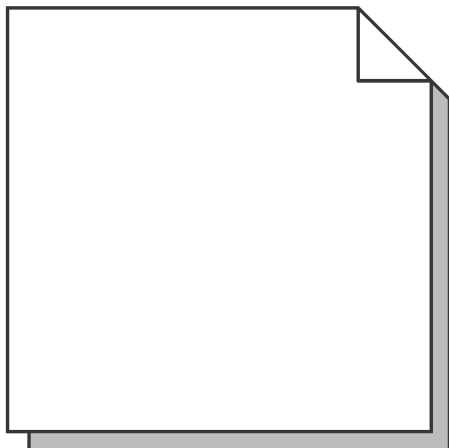
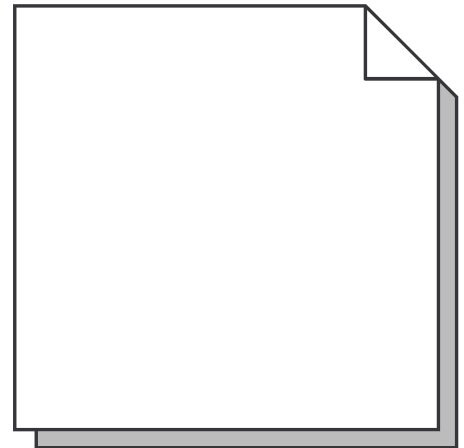
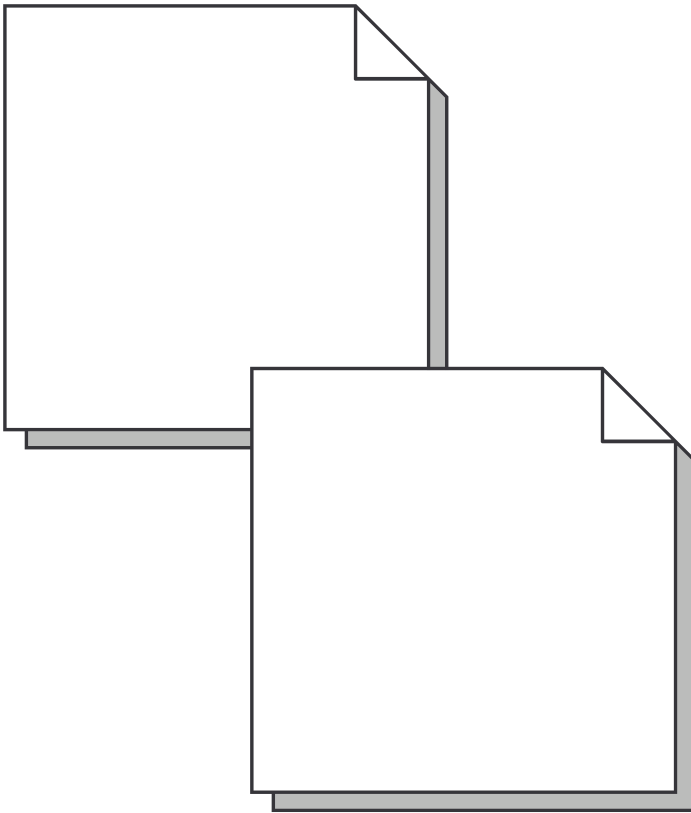
Plan how to achieve goal; decide who, what, where, when, why, and how.

A series of horizontal lines for writing, with a vertical red line on the left side.





Use this space to  
create a calendar or  
list tasks and assign  
them.



# THE FCCLA PLANNING PROCESS

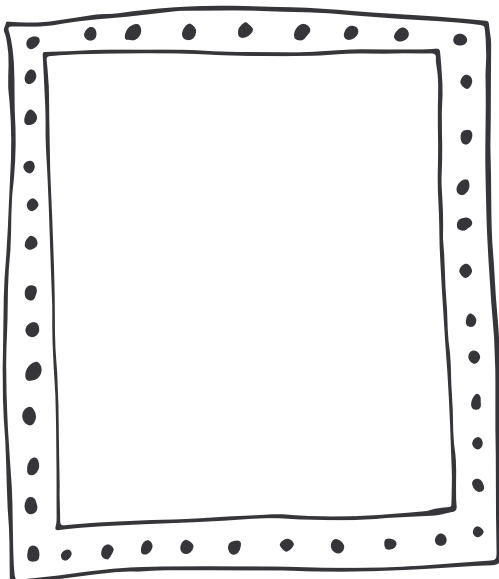
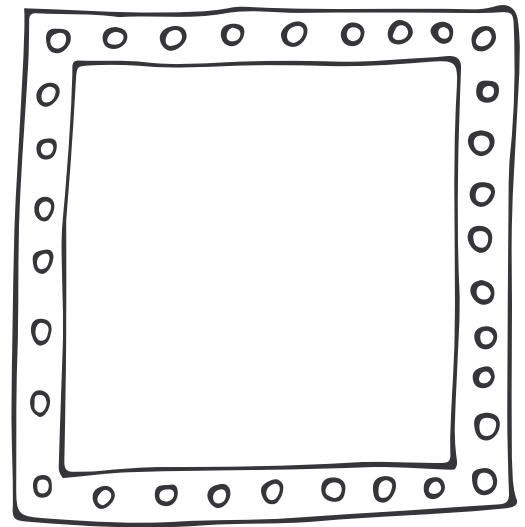
Act



The different squares in this symbol represent the activities to be carried out to meet your goal. It represents acting out the plan.

Carry out project. Make notes of things that you want to remember about the project as it happened.

Lined area for notes, featuring horizontal ruling lines and a vertical red margin line on the left side.



Keep notes, pictures,  
or reminders of the  
project as it was  
carried out.



# THE FCCLA PLANNING PROCESS


## Follow Up



The broken squares suggest examining the project piece by piece. This symbol also represents a "window" through which to review and evaluate the plan.

Evaluate project; thank people involved; recognize participants.

A large area for writing, consisting of horizontal lines and a vertical red line on the left side.



Review and evaluate  
your project, or  
practice writing a  
thank you note.

