Montana FCCLA’s
PROJECT PLANNING GUIDE
Student Edition

Name

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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 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.
Build a mind map, draw, or freestyle your ideas on this page.
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.
Draw a mental picture of your goal, using arrows, words, etc.
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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.
Use this space to create a calendar or list tasks and assign them.
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.
Keep notes, pictures, or reminders of the project as it was carried out.
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.
Review and evaluate your project, or practice writing a thank you note.