Example - my friend's birthday party...

What do you want to achieve?

- I WANT TO ARRANGE A PARTY THAT BRINGS OUR GROUP OF FRIENDS TOGETHER
- I WANT MY FRIEND TO HAVE A GOOD TIME
- I WANT EVERYONE TO CELEBRATE MY FRIEND'S BIRTHDAY
- I WANT IT TO BE THE BEST PARTY EVER!

Planning

⚠️ **Don't jump on a specific activity too quickly!!!**

Use this space to work out the overall aims of your project:

What do you want to achieve?

Example - my friend's birthday party...

Why am I doing this again?

- I LOVE MY FRIEND + VALUE HER HAPPINESS
- LUCY HAS HAD A HARD YEAR + I WANT MY FRIEND TO HAVE A GOOD TIME
- IF WE DON'T DO THIS, WE'LL FORGET TO ALL MEET UP AS FRIENDS
- I WANT TO CHALLENGE MYSELF TO MAKE THE BEST PARTY EVER!

Use this space to work out the motivations behind your project:

Why am I doing this again?

#1

Overall aim:

Write the overall aims of your project here:

Set objectives

➜ more specific

➜ individual indicators, targets or steps

➜ you need to be able to measure these

➜ how can I break down my overall aim?

➜ how will I know I have achieved my aim?

Use this space to break down your project's aim into more specific objectives:

HINTS: What are the results of the project? How would you like it to be? Who is taking part? What are they involved in doing? What do they get out of it? What can they do by taking part that they wouldn't be able to do otherwise?

Example - my friend's birthday party...

Aim: **To arrange an activity that** celebrates Lucy's birthday, brings our group of friends together, that Lucy enjoys & is memorable, fun & involves something unusual or special

Objectives:

➜ The activity happens on or around the 10th March
➜ Around 20 people, including Lucy's partner & best friends attend
➜ The activity involves music, food & dancing, and fire-eaters
➜ There are at least 2 special moments of "birthday celebration"

Make sure these are as clear & specific as possible, can measure in some way whether you have met the objective (or not), and are relevant to your overall aims...

Possible Outcomes:

Use this space to quickly brainstorm at least 6 different ideas for possible outcomes for your project that fulfil your aims & objectives:
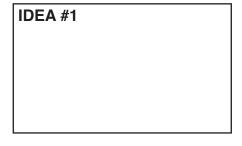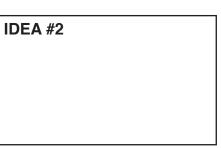
#3

Possible Outcomes:

Map your resources

- ➔ equipment, facilities, funding, "stuff"
- ➔ time, people, labour
- ➔ **what do I need to make this happen?**
- ➔ **where can I find the things I need?**

#4

Choose 3 ideas for possible project outcomes from the last task.
Map the resources needed for each of the possible outcomes:

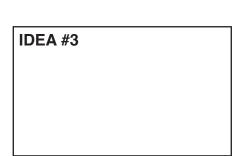*what would I need to make this happen?*

```
IDEA #1
```

what would I need to make this happen?

```
IDEA #2
```

what would I need to make this happen?

```
IDEA #3
```