

## Steps in Project Planning Exercise

This exercise is meant to help YACs better understand the project planning process. For this exercise, you will need to print and cut into strips the below phrases. Ask groups to order the phrases in what they believe is the correct order for planning and implementing a project. After each group has completed this, have each group present and compare how different groups have organized the steps. Ask groups for explanations as to why they followed a certain order and what the benefits and downsides of different orders could be.

**IMPLEMENT PROJECT ACTIVITIES**

**PREPARE AN ACTION PLAN**

**ASSESS NEEDS AND RESOURCES**

**PREPARE IMPLEMENTATION  
TIMELINE**

**IDENTIFY PEOPLE TO BE INVOLVED**

**CLARIFY THE GOALS**

**IDENTIFY STEPS TO ACCOMPLISH  
THE GOALS**

**FORM A CORE GROUP OR  
PLANNING TEAM**

**EVALUATE THE PROCESS**

**BUILD SUPPORT FOR THE  
PROCESS**

**ESTABLISH RELATIONSHIPS WITH  
KEY INFLUENTIALS**

**BUY PIZZA**

**BUY CHINESE FOOD**

**CONDUCT MEETINGS THAT BRING  
PEOPLE TOGETHER**

**FORM COMMITTEES**

**STRENGTHEN DIVERSITY**

**MAKE CONTACT WITH KEY  
INFLUENTIALS**

**INVOLVE OTHERS**

**GATHER RESOURCES**