

# PBLT - PROJECT PLANNING GUIDE

Project Title: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

MA School: \_\_\_\_\_

Belt Rank: \_\_\_\_\_

Attach Photos Here



**PROJECT BASED LEADERSHIP TRAINING**

[www.LeadershipStudents.com](http://www.LeadershipStudents.com)

# Step 1 - Beginning Your Project

**Project Name:** (Be Creative, Have Fun With It, Be Informative, Be Sure Your Name Says Something About Your Project)

Name1:

Name2:

Name3:

Name4:

Name5:

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**Problem/Opportunity:** What problem have you found that you are turning into an opportunity to help?

Problem #1:

Problem #2:

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**Proposed Solution:** What do you plan on doing to help with this problem?

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**Inspiration:** Who/What inspired you to take action on this project?

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## **Step 1 - Beginning Your Project**

### **Research: Learn More About Your Project**

What information will you need to learn about your problem? What are some ideas or facts that you will need to research? Where will you go to find the information?

After your research, what information did you find and how will it help you?

Is there any other information that you'll need to gather, or are you ready to begin planning your project? Is there anyone you may ask for help?



## Step 1 - Beginning Your Project

# Map A Plan of Action

What is the solution? What can you do to help?

What are the action steps that you'll need to take to accomplish your goal?  
(Include Dates, materials you'll need for your project...etc)

**BEFORE YOUR PROJECT:** What Steps Are Necessary Before The Day of Your Project?

**DURING YOUR PROJECT:** What Steps Will You Take To Complete Your Project

**AFTER YOUR PROJECT:** How Will You Record Your Project For Others To See?

**What are some “Key Project Targets” that you must hit in order to achieve your goal?**  
(a Key Project Target is a ‘mini-goal’ that you must accomplish in order to complete your project) **NEXT PAGE>**

### What Leadership Project Tools Do You Plan To Use?

- BLOG - Are You Going to Write About It In Your LeadershipProjects.com BLOG on “My Page”?
- Forum - Are You Going to Create a Discussion To Ask Others For Help?
- Journaling - Are You Going To Use Your BLOG to Journal (Each Day) About Your Progress?
- Photos - Are You Going to Have A Friend Take Pictures of Your Project (Beginning, During, Final)?
- Videos - Are You Going to Have A Friend Record Your Project On Video For Everyone To See?
- Task Lists - Are You Going to Utilize a LIST of Things To Do, to organize your project?
- Problem List - Are You Going to Write Down Any Problems You Ran Into?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_





## Step 2 - Recording Your Project

**Pictures that I'd like to take to record this project.** (i.e. Me holding a plastic garbage bag)

*Photo1*

*Photo2*

*Photo3*

*Photo4*

*Photo5*

**Do you plan on making a mini-movie to record your project?** This is a powerful way to share your project with others and is a really fun element to bring into your project.

**If Yes, who will be recording? What camera will you use? How will you edit your film?**

**Write down an action plan for your short-film:**

**Do you plan on journaling about your project?** This is highly encouraged and doesn't take a whole lot of time. You can use your journal at [www.LeadershipProjects.com](http://www.LeadershipProjects.com) to record your project and share with others.

### What Leadership Project Tools **DID** You Use?

- LeadershipProjects.com BLOG - "My Page"
- Forum - Create a Discussion To Help
- Journaling - Using your Blog
- Photos To Record Your Project
- Videos To Record Your Project
- Task Lists
- Problem List
- 
- 
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## Take Action



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## **Step 3 - Additional Details**

**Ages:** What age group could LEAD this project? Please circle the 1 that fits the best.

5-8

9-12

13-16

16-20

21+

**Number of Friends:** how many people helped with your project?

**# of Hours of Participation:** How long were you actually working on your project? Please don't include planning time, just time spent working on your project itself.

**# of Hours of Planning:** How long did it take you to plan the project/event?

**One Time or Recurring Project:** Is this project a one time thing or will you continue to pursue this project, improving as you go?

**Amount of Money Raised:** If this applies to your project, how much did you raise?

**Material Needed:** If someone else across the country wanted to do this same project, help them out by listing the materials that you used to get the task done.

**Resources:** Any websites or books that you would like to reference for help with this project?

**Credits:** Any people that you would like to give credit to that gave special help or assistance?

**Instructors/School (or group):**

**Location (City, State)**

**Additional Details:** Any other thoughts or anything that may have been left out that may help someone else out in completing this project?



## **Step 4 - Completing Your Project**

**How did this project benefit someone or something in the community:** Please provide details.

### **What Skills Were Learned By You (the leader) or By Your Participants?**

- Cultural understanding
- Fundraising
- Film-Making
- Global awareness
- Leadership
- Management
- Planning
- Problem Solving and decision-making
- Public Speaking
- Research
- Self-confidence
- Social Skills
- Other (please describe)

### **Who In Your Team Took A Vital Leadership Role That Deserves Credit and Recognition?**

You can include up to 5 people. If there was only 1 that's ok. If no-one took a leadership role but you, that's ok too. When you select their name from the list (on the website) that student will get 1 point credit toward their virtual belt rank.

Person 1

Person 2

Person 3

Person 4

Person 5

**Project Was Completed:**

**Date Completed:**

