# FCCLA Mini Project Planning Sheet

Use this sheet to plan your SPARK Week Community Day project idea. Follow the FCCLA Planning Process to guide your team from idea to action!

## Step 1: Identify Concerns

What is a need in our school or community we can address?

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## Step 2: Set a Goal

What do we want to accomplish and by when? (Be specific and measurable.)

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## Step 3: Form a Plan

List at least three action steps to make this project happen:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will be responsible for each step?

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## Step 4: Act

How will we carry out our plan? What resources will we need?

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## Step 5: Follow Up

How will we evaluate our success? How will we recognize participants?

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