

Take Action Project Planning Booklet

Step 1: Picking an Issue

Pick a topic that you want to learn more about. You will most likely be successful if you chose a topic that is related to one of your current interests. What do you want to learn? List the “big picture” questions you want to be able to answer at the end of your project. Feel free to add more questions as your research progresses.

Names : _____

Issue : _____

Action : _____

Big Questions/Knowledge Required for Success :

Create inquiry questions which will direct your research : what do we need to know and plan to do in order to carry through with our project? Your research should help you plan your project and should be connected to the final goal.

1. _____

2. _____

3. _____

What other actions have been undertaken regarding this issue? Have they been successful?

1. _____

2. _____

3. _____

4. _____

5. _____

Step 2 - Communicating results

Throughout the planning, research and implementation phases of the Take Action project, students should have frequent opportunities to learn from each other through dialogue, and by having opportunities to make formal or informal presentations to the class. They should also be encouraged to use various mediums to communicate their learning with others, (e.g., blogs, wikis and online journals; video documentaries; information booths; presentations and updates at school assemblies; student-written plays and other artistic productions; workshops, forums and webcasts; team or community consultations, etc.). Sharing sessions on the progress of your Take Action Project will take place throughout the semester.

You are also expected to reflect on the process of creating and implementing your Take Action Project. This will be done in written personal reflections that will be completed at designated times throughout the duration of this project. It may be useful to use the questions listed below as a guide for your reflections, but they are only suggestions. Please keep your Take Action Project reflections in the journal I provided you for your current affairs entries. You may also find it useful to consult your reflections when doing our sharing sessions throughout the semester.

1. What were the challenges in planning my project?
2. What's going well so far with my planning?
3. Who have I collaborated with this week? How has this collaborative experience impacted me? Or, helped my project?
4. What new information or ideas have I found?
5. What do I still have to do?
6. What have I learned so far?
7. How am I feeling about this experience?
8. What do I want to share with my peers?

By using the above questions as a guide, each journal entry should provide evidence of the following enduring understandings:

1. Learning to know:
 - Does your journal entry demonstrate how you are learning how to acquire knowledge and understanding, and think critically about our complex and changing world?
2. Learning to do:
 - Does your journal entry demonstrate how you are learning to participate effectively in local, national, and global communities?
3. Learning to be:
 - Does your journal entry demonstrate how you are learning how to build self-knowledge and be conscious of connections to nature and society?
4. Learning to live together:
 - Does your journal entry demonstrate how you are learning to live peacefully with others and to care for our common homeland?

Step 3: General Research

Do some preliminary research. Find some useful resources (articles, websites, documentaries, etc). Then, read or view them. Make some notes based on what you find.

Thinking of your issue, what has already been accomplished to address this problem? What lessons can you draw from these experiences?

Are there any specialists in the community who would be useful in doing your research? Don't re-invent the wheel.

NOTE: If you're working in groups it's important to save your work where it will be accessible to other group members (e.g Google Drive.)

Resource A : _____

NOTES :

Resource B : _____

NOTES :

Resource C : _____

NOTES :

Resource D : _____

NOTES :

STEP 4: How will you get people engaged in the issue?

- Why will people take this issue to heart?
- Why would people get behind this cause?
- How will the public respond (emotionally, logically)?

Step 5 : What is your plan?

Create a plan of inquiry and action that specifies goals and intended results, required resources, necessary partnerships, tasks for each group member, a schedule to manage time, an assessment of how workable your plan is and a communication plan for sharing research. Produce documents for sharing with your peers or with members of the community, if necessary. (See attached)

Name of Project		Goal:		
Objective :	Activity :	Indicator :	Risk :	Risk Management :
(What do I want to achieve?)	(How will I achieve this goal?)	(What does success look like?)	(What might stop me from achieving my goal?)	(How will I deal with the risks?)

Activity :	Deadline :	Milestone 1 :	Milestone 2 :	Milestone 3 :
1.				
2.				

3.				
4.				
5.				

TAKE ACTION PROJECT – ACTION PLAN

What is an action plan?

In some ways, an action plan is a "heroic" act: it helps us turn our dreams into a reality. An action plan is a way to make sure your organization's vision is made concrete. It describes the way your group will use its strategies to meet its objectives. An action plan consists of a number of action steps or changes to be brought about in your community.

Each action step or change to be sought should include the following information:

- What actions or changes will occur
- Who will carry out these changes
- By when they will take place, and for how long
- What resources (i.e., money, staff) are needed to carry out these changes
- Communication (who should know what?)

What are the criteria for a good action plan?

The action plan for your initiative should meet several criteria. Is the action plan:

- Complete? Does it list all the action steps or changes to be sought in all relevant parts of the community (e.g., schools, business, government, faith community)?
- Clear? Is it apparent who will do what by when?
- Current? Does the action plan reflect the current work? Does it anticipate newly emerging opportunities and barriers?

Why should you develop an action plan?

There is an inspirational adage that says, "People don't plan to fail. Instead they fail to plan." Because you certainly don't want to fail, it makes sense to take all of the steps necessary to ensure success, including developing an action plan.

There are lots of good reasons to work out the details of your organization's work in an action plan. They include:

- To lend credibility to your organization. An action plan shows members of the community (including grantmakers) that your organization is well ordered and dedicated to getting things done.
- To be sure you don't overlook any of the details
- To understand what is and isn't possible for your organization to do
- For efficiency: to save time, energy, and resources in the long run
- For accountability: To increase the chances that people will do what needs to be done

Taken from: the Community Tool Box: <http://ctb.ku.edu>

YOUR ACTION PLAN SHOULD INCLUDE AND WILL BE ASSESSED ON:

- 1) Vision/Mission Statement
 - Why did you pick this project? What attracted you to the subject? Is there a personal connection?
- 2) Objectives
 - Clearly identify your objectives, both short terms and long term. This may include goals for the project past this semester. What are the essential questions guiding this project?
- 3) Strategies and timelines to achieve your objectives
 - Clearly describe what strategies you plan on using to achieve your objectives and give a rough idea of what the timelines will be.
- 4) Resources Needed
 - Identify all the resources you will need to complete this project.
- 5) Community Involvement
 - Identify all aspects of the community that you might need to call on. (School, city, province, etc.)
- 6) In what manner you will communicate your progress with the class
 - Remember that you will need to share with the class your progress on your project 3 times this semester. Identify how you plan on doing that. (Power Point, Website, Video, etc.)
- 7) In what manner you will present your final findings at the end of term
 - How will you present your findings to me and the class at the end of the semester? (Power Point, Website, Video, Paper, etc.)

Step 6: Complete the Action!

Step 7: Summative Report and Presentation

Background:

Effective citizens work toward solving problems and addressing issues. As individuals, they may or may not achieve their long-term goals. However, their efforts often pay off by making other aware of the situation, by building constituencies who will move the cause further, or by inspiring others to be more engaged.

You have worked to address an issue that you consider to be important and now you have the opportunity to REFLECT on how well you planned and executed what you set out to do. Please respond to the following questions THOUGHTFULLY as this reflection is an important part of your assessment grade and will be helpful in completing your final PowerPoint presentation about your Action Project to the class.

Report Instructions:

Compose a typed report in which you address the following points. You may then include this information in your presentation to the class. Please divide your report into sections as follows:

Part I: Inquiry/Demonstration of Learning

Identify which of the enduring understandings you believe your project addressed. What did you learn about the ISSUE you were trying to address with your Action Project. Please include any pertinent fact, statistics, laws or policies that you learned about your issue. (You should list a minimum of 5 things).

Part II: Summary of Action

How did you try and impact this issue? What parts of the community did you engage? Summarize the actions that you took. Include the timeline that you followed to implement your project.

Part III: Project Impact/Documentation

What impact did your Action Project make? (If you raised money include final totals of what you raised and who you donated it to, if you volunteered and raised awareness include specific information about what you did, if you made a video or organized a presentation include data on who the audience was that viewed what you put together/how many people viewed it, if you collected items include an itemized list of what you collected). Provide any documentation as necessary (receipts of monies/items donated, copies of videos, copies of posters, volunteer logs, pictures of you taking action).

Part IV: Knowledge/Skills Gained

What knowledge or skills did you gain through this experience? Do you feel that you developed a different attitude about being an effective, engaged citizen? Do you see yourself working on this issue, or other issues, even after this course is finished? Explain.

Part V: Final Reflection

Did you feel like you succeeded in what you set out to do? Did you reach the goals that you set in the planning process? What challenges did you face with this project? What would you change if you were to do this project over again? What are your overall thoughts on this project? What did you like/dislike about it?

Final Assessment Composition:

Enduring Understandings Addressed by Presentation:	5
Our ecological footprint is exceeding Earth's capacity to sustain biodiversity and human life.	
Our decisions and actions matter; they have social, environmental, economic, and political consequences.	
Individuals, groups, governments, and corporations have the power to effect change and the responsibility to contribute to a sustainable future.	
The media do not provide neutral reflections of reality; they affect our decisions and actions.	
A global economic system that depends upon and perpetuates unrestrained consumerism is unsustainable.	
Economic and technological development has contributed greatly to society, but often with harmful human and environmental consequences.	
Indigenous knowledge and world views offer alternatives to prevailing assumptions about how to live with one another within the environment.	
Political systems distribute power, privilege, and wealth in different ways, some more justly than others.	
A just society respects human diversity and recognizes universal, equal, and inalienable human rights.	
There is no them or over there: we all belong to the human species, our concerns are interdependent, and we are part of the natural world.	

Please note that the completion of the Take Action Project is non-negotiable, meaning that if it is not completed you will not receive your credit in the course.