

5 PLAN

RESOURCE 2

Your action plan

Here you will find the project plan form, be as clear and precise as possible when filling it in. When it is complete, you can share it with your Anne Frank House partner/coordinator, your teachers and your friends.

Your Action Plan

Title of project:

Your name:

Name of your supervisor:



1 What do I want to do?

Describe your project idea, the topic and the core activity you have chosen:



2 Why?

Why do I want to do this project on this particular issue?
Why do I think that this project is relevant?
You can look back at Step 2, from Section PLAN



3 What are my objectives and aims?

You can look back at your objectives and target, at Section PLAN

Objective:

Target:



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4 Who? For whom are you making this project?



5 Where?

Provide details of the location:

Name of venue/place:

Address:

Contact Details:



6 What do I need for the project and where can I find it?

Need:

Solution:

Priority: 1 (high)-2 (medium) 3 (low)

I need classroom space and the permission of a teacher to give my workshop.

When visiting a school, I will ask the director and the teacher.

Priority 1

I need to find some good interactive exercises for this age group.

Refer to the toolkit, ask Anne Frank House partner/coordinator.

Priority 2

I need to write a script for the day.

Find an example in the toolkit.

Priority 3



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Feedback on my presentation.
Friends and supervisor
Priority 3

Need money for printing costs.
Ask Anne Frank House partner/coordinator, school/ teacher.
Priority 2



7 Who will join me? (Team)

Name:
Responsibility:
Mail/phone:



8 What are the costs? (Financing)

What do we need to achieve our goals? What can we use without having to spend money? How much money do we need? (e.g. for printing materials, renting a room, materials for the workshop, transport costs) (Think of asking your school, university or other organisation to help you getting a room, with materials, etc.)

Item:
Costs:
Possible financial or material source:



9 When? (Timeframe)

When will our goals be achieved? How much time do we need for implementation?

What steps do we need to take?

Phase:
What step:
Deadline:

1
2
3
4
...
...
...

