

STEP 1: CREATE YOUR "BIG GOAL"

Describe the environmental issue in your community your project will address and how it will make a difference.



Goal

For example: My project will reduce the amount of clothing items that get thrown away by educating members in my community about fast fashion and hosting a clothing swap where they can sustainably clean out their closet and get some new (used) items!

STEP 2: BREAK YOUR GOAL DOWN INTO 3-4 BIG TASKS, OR "MILESTONES"

Think about each Milestone and what you will have to do to make sure each one is completed. Make a list of these "Action Items."

Plan Event

- Pick a date
- Find a place to hold my event and get permission
- Make a list of required materials

Create Educational Resources

- Research Fast Fashion and it's effects on the environment
- Pick 5 topics to make handouts about
- Create handouts and print them out

Promote My Event

- Create posters with all necessary info
- Choose where to place or distribute them, and get permission
- Create social media posts and ask friends and family to engage or share them

STEP 3: USE YOUR BIG GOAL, MILESTONES, AND ACTION ITEMS TO CREATE SUCCESS MEASURES

Ask yourself, "What does it mean for my project to be successful?"



Success measures

For example: Having 100 people attend my Swap event and at least 30 swaps made. Having at least 70 people pick up flyers about the impact of fast fashion.

STEP 4: CREATE YOUR RESOURCES LIST

Think about the different tools you'll need to complete each Action Item and Milestone. These can be people, items you need for your project, like rakes or trash bags, and other materials like paper for your flyers.

People that can help

Mr. Cowan (Art teacher) - help with designing posters
Ms. Gee (Drama teacher) - borrow clothing racks
Mom and Dad - tablecloths
Ms. Dyer and Mr. Cantu - extra folding tables

Items

5 Mirrors
10 Folding tables
10 Tablecloths
5 Clothing racks
Speaker
Signage for sections
Roll of tickets

STEP 5: MAKE YOUR ACTION PLAN

To make your Action Plan, think about the flow of your project. Some Action Items can only be started when you've completed others. Give yourself a timeline so you can hold yourself accountable and be sure you're making progress every time you work on your project.

Action Plan

You can use this list to help you organize everything you need to do to make your project a success. Check off the "Completed" column when you've finished a task.

Task	Deadline	Completed
Send email to get permission from Community Centre	April 10	X
Research and pick topics	April 13	X
Design flyers about research topics	April 20	X
Gather materials	May 10	
Create social media content to advertise Swap event	April 15	X
Design advertising posters	April 20	X
Print out flyers of research topics	May 10	
Print out posters	May 3	
Put up posters	May 5	
Post social media content	May 5	

