

Project Name: _____ Start Date: _____ End Date: _____

STEP 1: CREATE YOUR “BIG GOAL”

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

Big Goal

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.”

Milestone 1:

Action Item 1: _____

Action Item 2: _____

Action Item 3: _____

Milestone 2:

Action Item 1: _____

Action Item 2: _____

Action Item 3: _____

Milestone 3:

Action Item 1: _____

Action Item 2: _____

Action Item 3: _____

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 Measure #1:

Success Measure #2:

Success Measure #3:

